DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 5, 1924.

MEMORANDUM NO. 467.

Physical examination of appointees selected from registers of eligibles to serve in competitive classified positions in Washington, D.C.

Attention of the various bureaus, divisions, and offices is directed to the following Executive Order, dated June 18, 1923:

"EXECUTIVE ORDER

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employes as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty.

(Signed) Warren G. Harding

The White House,

June 18, 1923."

In carrying out the provisions of the above Executive Order, the Civil Service Commission requires that, except as noted hereinafter, all permanent appointees, selected from the Civil Service registers to serve in competitive classified positions in Washington, D. C., submit to a physical examination at the U. S. Public Health Service Relief Station in the Post Office Building, 12th Street and Pennsylvania Avenue, N. W., before assuming duty in the Department. In exceptional cases where, for any reason, an examination would be impossible, or where it would work a peculiar hardship on the prospective appointee to require the examination prior to assuming duty, the Civil Service Commission will authorize the person to be appointed to assume duty with the understanding that the medical examination must be held not later than forty-eight hours after the appointee reported for duty.

The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining physician discloses the existence of a communicable disease or some physical condition widely at variance with the statements made in the application for the civil service examination and which will materially affect the performance of the duties of the position. The purpose of

the physical examination is to place on official record a statement of the physical condition of the appointee at the time of entering the service, for the benefit of the Government and of the appointee, so that in future years should questions arise under the Employees' Compensation, Retirement, or other similar acts, there may be an authoritative record as to the physical condition of the employee at the time of entering the Federal service.

Beginning with January 16, 1924, and continuing until further order, any person selected from a Civil Service certificate for probational appointment in Washington, D. C., will before taking up his duties in the Department be required to report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. Upon receipt of the medical certificate embodying the record of the physical examination, the Chief Personnel Officer, in consultation with the bureau concerned, will decide whether or not there is objection to the actual employment of the prospective appointee. If the record be acceptable to the Department, the Chief Personnel Officer will direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

Notice of the physical examination requirement will be given by the Civil Service Commission both in its announcements of coming examinations and its notifications of ratings, but in connection with selections from existing registers it will be necessary for bureau officers, in corresponding with prospective appointees subject to physical examination prior to appointment, to advise them of the requirement. In so doing, however, particularly in telegraphic communications, care should be exercised not unduly to deter eligibles from indicating a desire to accept appointment by curtness of reference to the physical examination.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Additional information on this subject may be secured from the Chief Personnel Officer of the Department.

Henry C. Wallace

Secretary.

the physical examination is to place on official record a statement of the physical condition of the appointee at the time of entering the service, for the benefit of the Government and of the appointee, so that in future years should questions arise under the Employees' Compensation, Retirement, or other similar acts, there may be an authoritative record as to the physical condition of the employee at the time of entering the Federal service.

Beginning with January 16, 1934, and continuing until further order, any person selected from a Civil Service certificate for probational appointment in Washington, D. C., will before taking up his duties in the Department be required to report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. Upon receipt of the medical certificate embodying the record of the physical examination, the Chief Personnel Officer, in consultation with the bureau concerned, will decide whether or not there is objection to the actual employment of the prospective appointee. If the record be acceptable to the Department, the Chief Personnel Officer will direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

Notice of the physical examination requirement will be given by the Civil Service Commission both in its announcements of coming examinations and its notifications of ratings, but in connection with selections from existing registers it will be necessary for bureau officers, in corresponding with prospective appointees subject to physical examination prior to appointment, to advise them of the requirement. In so doing, however, particularly in telegraphic communications, care should be exercised not unduly to deter eligibles from indicating a desire to accept appointment by courtesy of reference to the physical examination.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Additional information on this subject may be secured from the Chief Personnel Officer of the Department.

Secretary.

1. Extent of order?

2. When should examination be given? Alternative suggested;
   1. Before appointment?
   2. Within 48 hours after appointment?
   3. During probationary period?

3. What notice to appointees to inform them of the requirement?
   1. In announcements?
   2. In notices of standing?
   3. When offerd appointment?

4. How about high-grade appointments made from Washington to Field or Departmental service where applicants are hard to get?
   e.g.: Accountants, Interstate; or scientific, Agriculture.
   Will Commission accept these? Debarring applicants already hard to get?

5. Who passes on fitness of applicant?
   1. Examining Physician?
   2. Appointing officer (who is not a physician)?
   3. Civil Service Commission or its representative?

6. What is effect of finding of unfitness? Should:
   1. Applicant be dropped immediately?
   2. Applicant be permitted to serve probation and dropped if unsatisfactory?
      (Exception, communicable disease)

7. Where departments have medical officers will his examination be acceptable?

8. Where are certificates finally to be placed?

9. Will disabled veterans be required to be examined? and effect?

1. Extent of order?

2. When should examination be given? Alternative suggested;
   1. Before appointment?
   2. Within 48 hours after appointment?
   3. During probationary period?

3. What notice to appointees to inform them of the requirement?
   1. In announcements?
   2. In notices of examinations?
   3. When offered appointment?

4. How about high-grade appointments made from Washington to field or departmental service where applicants are hard to get?
   e.g.: Accountants, Interpreters; or scientific, Agricultural.
   Will Commission accept these? Embarrassing applicants already hard to get?

5. Who passes on fitness of applicant?
   1. Examining Physician?
   2. Appointing officer (who is not a physician)?
   3. Civil Service Commission or its representative?

6. What is effect of finding of unfitness? Should:
   1. Applicant be dropped immediately?
   2. Applicant be permitted to serve probation and dropped if unsatisfactory?
   (Exception: communicable diseases)

7. Where departments have medical officers will his examination be acceptable?

8. Where are certificates finally to be placed?

9. Will disabled veterans be required to be examined? and effect?

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

October 25, 1923.

The Honorable,

The Secretary of Agriculture.

Sir:

With reference to the desire of the President (following correspondence in May last between your Department, the Employees' Compensation Commission, and this office) that appointees to the classified service be examined before entering on duty by a physician representing the Federal Government, this office has been notified by the U. S. Public Health Service that Relief Station No. 339 in this city, located in the Post Office Building, 12th and Penna. Avenue, N.W., is now prepared to execute the medical certificates under Executive Order of June 18, 1923.

A form of medical certificate, a copy of which is inclosed, has been adopted to secure uniformity of records. The Relief Station has been furnished with a supply of these forms, and it is requested that hereafter appointees to the classified service in the Department of Agriculture at Washington be sent to the station in accordance with the procedure suggested in the memorandum inclosed, and the executed medical certificate be forwarded to this office with the Declaration of Appointee.

With reference to the modifications suggested in your letters of May 26th and of July 31st that the operation of the Executive Order be confined to various kinds of laborers, chauffeurs, etc., it is possible that this suggestion was made under a misunderstanding of the purpose of the examination. This examination is not intended to exclude from appointment persons who have taken it unless the certificate discloses the existence of a communicable disease or some physical condition widely at variance with the statements made by the applicant in the application form and which will materially affect the performance of the duties of the position. The purpose of the examination is to place on official record a statement of the physical condition of the applicant at the time of entering the service for the benefit of the Government and of the applicant, so that in future years should questions arise under the Employees' Compensation or the Retirement Acts, there may be an authoritative statement as to the physical condition at the time of entering the Federal Service.

By direction of the Commission:

Very respectfully,

John T. Doyle

Secretary

Incl.

PROCEDURE FOR MEDICAL EXAMINATIONS IN WASHINGTON, D. C.,
UNDER ORDER OF JUNE 18, 1923.

These examinations will be made by the U. S. Public Health Relief Station No. 339, Post Office Building, 12th Street and Pennsylvania Avenue, N. W., Washington, D. C., and all requests should be addressed to the Medical Officer in Charge at that station. Examinations will be made only on presentation of letters of authority, and these letters should be so signed as to secure the delivery of the certificate from the Public Health Station to the personnel officer of the department requesting the examination. They should also contain a request that the executed certificate be returned with the letter of authority and should further contain identifying facts such as the title of position or examination and the certification number. The executed certificate should be returned to the U. S. Civil Service Commission with the Declaration of Appointee.

This order is intended to apply to appointees only, and applicants for competitive examinations where a medical certificate is called for should not be sent to the relief station for examination. In non-competitive cases, such as transfer, promotion, or reinstatement, or for continuance in the service under section 6 of the Retirement Act, if physical examination would be required under previous practice, it may be given by a physician in the employ of the Department or by the medical officer at the relief station.

In some cases it may happen that examination papers submitted with a certificate will already contain this form executed in connection with some other position: if the date of execution is not over a month old, it will be unnecessary to have a second examination; but other forms of medical certificates appearing on the examination papers will not obviate the necessity for securing the record on this form, as it is desired to secure in every case a uniform record on form 2413.

This examination is not intended to exclude from appointment persons who have taken the examination unless the certificate discloses the existence of a communicable disease or some physical condition widely at variance with the statements made by the applicant in the application form, which will materially affect the performance of the duties thereof.

For the present physical examinations will not be required for temporary employees.

Form 2413
July, 1923

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION UNDER EXECUTIVE ORDER JUNE 18, 1923

Rolled print right forefinger

(Use fingerprint indelible pad)

(Applicant must write name above.)

(Applicant must write post office address above.)

---------- inches. ---------- pounds.
(Height, without shoes.) (Weight.)

---------- ----------
(Sex.) (Date of birth.)

Items checked (√) were examined and found normal. Deviations from normal are noted. (See instructions on back of sheet.)

1. Eyes: For distance; with glasses if worn: Right 20/ Left 20/ Without glasses: Right 20/ Left 20/
   Evidence of disease or injury: Right ---------- Left ----------
2. Ears: Is conversational voice heard at 20 feet? ----------
   (Yes or no.)
   Right ---------- Left ----------
3. Nose: ----------
4. Mouth: ----------
5. Throat: ----------
6. Thyroid (especially in women): ----------
7. Heart: ----------
8. Lungs: Right ----------
   Left ----------
9. Inguinal rings (men only): Right ----------
   Left ----------
   (Any hernia should be noted, inguinal, ventral, femoral, etc.)
10. Deformities or atrophies worthy of note: ----------
11. Scars of serious injury or disease: ----------
12. Urinalysis (see over): ----------
13. Has applicant ever received pension, compensation, or training because of disability received while in military or naval service? ----------. If "Yes," describe disability and state whether present now: ----------
14. Considering your findings in this examination, and the duties of the position of ----------,
    (Fill in kind of position sought.)
    what is your opinion of the *physical* ability of the applicant to perform the duties? ----------

---
(Place of examination.)

(Date of examination.)

Surgeon, U. S. Public Health Service.

This report is to be mailed to the official of the U. S. Civil Service Commission requesting the examination. 6—6743

The aim of the Executive order of June 18, 1923, and of this examination thereunder is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

NOTES FOR EXAMINING PHYSICIAN.

WEIGHT: Males, without clothing; females, clothed but without wrap or hat.

HEIGHT: Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations, as to—

(1) EYES: Ptosis; discharge; corneal scars; pterygium. In recording vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses.

(2) EARS: Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

(3) NOSE: Ability to blow through each nostril. If free, a speculum examination would not be indicated.

(4) THROAT: Tonsils; hypertrophy.

(5) MOUTH: Missing teeth; pyorrhea.

(6) THYROID: Presence of tumor in neck and tremor; exophthalmos; nervous highstrung disposition; especially in women.

(7) HEART: Murmurs. If valvular disease exists, state whether or not it is fully compensated.

(8) LUNGS: It is necessary that the auscultatory cough be used. Tuberculosis; if present state whether active or arrested, and if arrested your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

(9) INGUINAL RINGS: Hernia; no hernia but impulse on coughing; no hernia or impulse but abnormally large rings. Any other hernia should be noted, and if present describe fully and state whether it is retained by well-fitting truss.

(10, 11) Scars, deformities, atrophies, paralyses, or flat foot of such a nature as to incapacitate or become aggravated by work or be later alleged as caused by accident or occupation. It is not intended that small, insignificant blemishes which might be referred to as marks of identification be recorded.

(12) Urinalysis to be made and blood pressure to be taken when especially indicated, particularly in persons over 40 when arteriosclerosis, nephritis, or diabetes is suspected.

Record, if taken: Urinalysis: Sp. gr. _____ Albumen _____ Sugar _____

Blood pressure: Mm. Hg. systolic _____ Mm. Hg. diastolic _____

REMARKS: _____

_____

_____

_____

_____

_____ *Surgeon, U. S. Public Health Service.*

GOVERNMENT PRINTING OFFICE 6—6743

Form 129
NJS:McC

Certificate NO. 25122

UNITED STATES CIVIL SERVICE COMMISSION

FOURTH UNITED STATES CIVIL SERVICE DISTRICT.
OFFICE OF THE DISTRICT SECRETARY
1723 F. St., N. W.,
WASHINGTON, D. C.

November 8, 1923.

Chief Personnel Officer,

Department of Agriculture,

Washington, D.C.

Dear Sir:

The President issued the following Executive order on June 18, 1923:

> "With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employees as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty."

Under the authority of this order the Civil Service Commission has decided that no person shall be appointed in the Federal Civil Service without passing a satisfactory physical examination.

It is, therefore, requested that you furnish copies of the enclosed letter of authority, duly executed, to the eligibles selected for appointment from the enclosed certificate of eligibles, with instructions that they present it to the Medical Officer in Charge, U. S. Public Health Service, Relief Station No. 32, Post Office Department Building 12th and Pennsylvania Ave., N. W., Washington, D. C.

This office is not authorized to approve nominations unless the certificate properly executed by the U. S. Public Health Service physician shows the applicant to be physically qualified to perform the duties of the position for which this certificate was issued.

Very respectfully,

L. H. Fisher,
DISTRICT SECRETARY.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

A. C.

November 1, 1923

CIRCULAR LETTER NO. 1462

DISTRICT SECRETARIES:

You are advised that hereafter, until further notice, the following paragraph should be added to all examination announcements issued by you:

> "MEDICAL EXAMINATION OF APPOINTEES.--
> In view of the benefits granted employes under Employees Compensation and Retirement legislation, persons appointed ~~may~~ will be given a medical examination by a physician in the Federal service before entering on duty."

By direction of the Commission:

Very respectfully,

John T. Doyle

Secretary.

11/1/23

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

A. C.

November 1, 1923

CIRCULAR LETTER NO. 1462

DISTRICT SECRETARIES:

You are advised that hereafter, until further notice, the following paragraph should be added to all examination announcements issued by you:

> "MEDICAL EXAMINATION OF APPOINTEES.--
> In view of the benefits granted employes under Employees Compensation and Retirement legislation, persons appointed ~~may~~ will (for Wash) be given a medical examination by a physician in the Federal service before entering on duty."

By direction of the Commission:

Very respectfully,

John T. Doyle

Secretary.

11/1/23

(COPY)

United States Civil Service Commission

Washington, D. C. File ARB-D

November 21, 1923.

Mr. P. L. Gladmon, Secretary,
Association of Appointment Clerks,
Washington, D. C.

Sir:

With reference to the questions submitted by your association on the procedure for enforcement in Washington, D. C. of the Executive orders of May 29 and June 18, 1923 respecting physical examinations for government employment, the Commission repeats below each inquiry with its opinion, where the matter is purely one of administrative discretion, and its decision on matters within its authority with the reasons governing. The answers are with reference to appointments in Washington, D. C.

Question 1. What is the extent of the order?

Answer -- The language of the President is "Certification to government employment," and the stated purposes of the work, "to promote health and efficiency and minimize accidents among Federal employes" indicates an intention that every employe shall be examined. The machinery available for this work is, however, limited to present facilities, no additional appropriations being available, and the Commission therefore feels that to avoid an overload on the examining bodies the application of the orders must be accomplished gradually. Therefore, for the present, the examinations may be limited as to original appointments to those appointed to the federal service through competitive examination on probation under civil service rules or by active regulation and as to those already in the service, to cases of reinstatement, transfer, or promotion, etc., where a medical certificate is required by existing practice or regulation and to cases where an employe submits that by reason of his physical condition, he is incapable of performing the work to which he is assigned. Should, however, a department have within itself an adequate medical staff, and wish to give more full effect to the desire of the President by examining <u>all</u>

United States Civil Service Commission

Washington, D. C.

November 21, 1923.

Mr. F. L. Dickson, Secretary,
Association of Appointment Clerks,
Washington, D. C.

Sir:

With reference to the questions submitted by your association on the procedure for enforcement in Washington, D. C. of the executive orders of May 23 and June 18, 1923 requiring physical examinations for government employees, the Commission repeats below each inquiry with its opinion, where the matter is purely one of administrative discretion, and its decision on matters within its authority with the Federal government. The answers are with reference to appointments in Washington, D. C.

Question 1. What is the extent of the order?

Answer -- The language of the President in "Certification to Government employment," and the stated purpose of the work, "to promote health and efficiency and minimize accidents among Federal employes" indicates an intention that every employe shall be examined. The machinery available for this work is, however, limited to present facilities, no additional appropriations being available, and the Commission therefore feels that to avoid as previous as the annoying section the application of the order must be accomplished gradually. Therefore, for the present, the examinations may be limited as to original appointments to those appointed to the Federal service through competitive examination on probation under civil service rules or by active regulation and as to those already in the service, to cases of reinstatement, transfer, or promotion, etc., where a medical certificate is required by existing practice or regulation and to cases where an employe admits that by reason of his physical condition, he is incapable of performing the work to which he is assigned. Should, however, a department have within itself an adequate medical staff, and wish to give more full effect to the desire of the President by examining all

Employes, or any class in addition to the ones stated above, the Commission believes such action to be desirable and in the interests of administrative efficiency. Temporary employes need not be examined if the department does not wish to include them.

Question 2. Where departments have their own medical officers, Will certificates from these be acceptable?

Answer -- Yes, if the officer is in the active practice of his profession as Medical Officer of a department or office, his duties including physical examinations and the diagnosis of disease. The adopted form of certificate (Form 2413) should be used in all cases, and the examinations will be limited to appointees in that department, unless by courtesy the service is performed for another office having no medical officer.

Question 3. When should examinations be given? Alternative suggestions --

1. Before appointment (Nine representatives favor)
2. Within 48 hours after appointment (Two favor)
3. At any time during probation (Three favor)

Answer -- The examination should be given either before appointment or within 48 hours thereafter, the concession of 48 hours being to permit persons arriving from a distance to rest and to prepare themselves and to allow for possible delays in making the examination, and the intervention of holidays or Sundays.

Question 4. Who will pass on the acceptability of the person from the medical certificate

1. Examining physician?
2. Appointing officer (who is not a physician)?
3. Civil Service Commission or its representative?

Answer -- The medical certificate calls for an expression of opinion from the examining physician. This will aid the appointing officer, who will decide whether to object to actual employment of appointee. In cases of objection the matter would be passed on by this Commission, as in other cases where objection is made to a person certified.

Question 5. What should be the action on an unfavorable certificate: Should

1. Appointee be dropped immediately?
2. Appointee be permitted to serve probation and then be dropped if unsatisfactory?

Answer -- This will have to be decided on each individual case of objection to the Commission. Extreme liberality should

employees, or any other in addition to the open stated cases, the Commission believes such action to be desirable and in the interests of administrative efficiency. Temporary employees need not be examined if the department does not wish to include them.

Question 2. Where departments have their own medical officers, will certificates from these be acceptable?

Answer -- Yes, if the officer is in the active practice of his profession as Medical Officer of a department or office, his duties including physical examinations and the diagnosis of diseases. The adopted form of certificate (Form 2413) should be used in all cases, and the examinations will be limited to applicants in that department, unless by courtesy this service is performed for another office having no medical officer.

Question 3. When should examinations be given? Alternative suggestions --

1. Before appointment (Nine representatives favor)
2. Within 48 hours after appointment (Two favor)
3. At any time during probation (Three favor)

Answer -- The examination should be given either before appointment or within 48 hours thereafter, the commission of 10 hours being to permit persons arriving from a distance to rest and to prepare themselves and to allow for possible delays in making the examination, and the intervention of holidays or Sundays.

Question 4. Who will pass on the acceptability of the person from the medical certificate
1. Examining physician?
2. Appointing officer (who is not a physician)?
3. Civil Service Commission or its representative?

Answer -- The medical certificate calls for an expression of opinion from the examining physician. This will aid the appointing officer, who will decide whether to object to actual employment of applicant. In cases of objection the matter could be taken up by this Commission, as in other cases where objection is made to a person certified.

Question 5. What should be the action on an unfavorable certificate: Should
1. Appointee be dropped immediately?
2. Appointee be permitted to serve probation and then be dropped if unsatisfactory?

Answer -- This will have to be decided on each individual case of objection to the Commission. Between liberality should

be exercised in accepting appointees to positions in the apportioned service who report from a distance. With the present limitations, both as to locality and personnel, the Public Health Service can not as a general practice examine applicants. The physical examination is necessarily given at time of appointment and the person examined has complied with all requirements as to application and examination and paid all expenses connected with the travel to Washington. His immediate rejection, unless on some vital defect, such as active tuberculosis or other communicable disease, would work an inequitable hardship, and result in criticism of the system.

For the present, with the inadequate facilities, the intent must be mainly, to secure a physical record of each appointee who comes from a distance, to be filed for the future protection of the government in connection with retirement and liability procedure and which will also apprise the person of minor and correctible defects (eyesight, teeth, etc.). This is especially true for high grade professional, technical or scientific positions.

For classes where residence is mainly local, greater latitude in rejecting is possible.

Question 6. What notice should be given to inform the public of the requirement?
1. In announcements?
2. In notices of standing?
3. When appointment is offered?

Answer -- In announcements and notices of rating the Commission is introducing the following:

"MEDICAL EXAMINATION OF APPOINTEES.-- In view of the benefits granted employes under Employees Compensation and Retirement Legislation, persons appointed may be given a medical examination by a physician in the Federal service before entering on duty."

The word "may" is used generally instead of "will" because of the fact that federal medical service is not available in some localities. For appointments in Washington "will" is applicable. The notifying in offering appointment rests entirely with the appointing officer, but is believed should not be made too curtly (as in telegraphic tenders) as it may unwarrantedly deter acceptance. Physical examination is becoming a routing in many industrial and commercial corporations,

be exercised in accepting appointees to positions in the appointed service who report from a distance. With the present limitations, both as to locality and personnel, the Public Health Service can not as a general practice examine applicants. The physical examination is necessarily given at time of appointment and the person examined has complied with all requirements as to application and examination and paid all expenses connected with the travel to Washington. His immediate rejection, unless on some vital defect, such as active tuberculosis or other communicable disease, would work an inequitable hardship, and result in criticism of the system.

For the present, with the inadequate facilities, the intent must be merely, to secure a physical record of each appointee who comes from a distance, to be filed for the future protection of the government in connection with retirement and liability procedure and which will also apprise the person of minor and correctable defects (eyeglasses, teeth, etc.). This is especially true for high grade professional, technical or scientific positions.

For clerkes there evidence is mainly legal, greater latitude in rejecting is possible.

Question 6. What notice should be given to inform the public of the requirements?
1. In announcements?
2. In notices of examinations?
3. When appointment is offered?

Answer -- In announcements and notices of rating the Commission is instructing the following:

"MEDICAL EXAMINATION OF APPOINTEES.-- In view of the benefits granted employes under Employees Compensation Act and Retirement Legislation, persons appointed may be given a medical examination by a physician in the Federal service before entering on duty."

The word "may" is used generally instead of "will" because of the fact that federal medical service is not available in some localities. For appointments in Washington "will" is applicable. The notifying in offering appointment rests entirely with the appointing officer, but is believed should not be made too early (as in telegraphic tendered) as it may unwarrantedly deter acceptance. Physical examination is becoming a routing in many industrial and commercial corporations,

and the requirement by the government will probably not surprise the person selected.

The Commission will also include with each notice of rating a statement as inclosed calling attention to the probable physical examination after appointment, and advising the candidate of the physical defects which are a bar to all positions in order that he may be on notice as to the gorernment's minimum physical standard.

Question 7. What will be the final disposition of certificates?

Answer -- The certificate being transmitted to this office with the declaration of appointee will be filed with the examination papers.

In order to facilitate such filing, especially where the declaration of appointee for some reason does not accompany, it is requested that there be endorsed on the certificate a statement of the certificate number, the position to which appointed and the office in which appointed.

Question 8. Request for a sample form of requisition on the Public Health Station to secure uniformity.

Answer -- A draft is submitted as used in this office, which may be adopted or modified and then standardized as finally accepted.

Question 9. Will disabled veterans be required to be examined, and effect?

Answer -- They will be examined but inasmuch as their disability has been passed on under Civil Service Rule V before their admission to examination and in view of the preference accorded such veterans, the certificate will usually be chiefly a record of their physical condition, for the information of officials in subsequent transactions and with reference to the duties to which they are assigned.

Question 10. How about appointments to high grade positions of a technical or professional character in Washington, D. C., where applicants are hard to get?

Answer -- If the appointment is through competitive examination, inasmuch as the retirement and compensation benefits are applicable, such appointees will be examined.

Question 11. As to appointments made to field positions not under the Civil Service district system from registers maintained in the central office in Washington the Appointee reporting from his home to the place of employment.

and the requirement by the government will probably not embrace the person selected.

The Commission will also include with each notice of taking a statement as implied calling attention to the possible physical examination after appointment, and advising the candidate of the physical defects which are a bar to all positions in order that he may be on notice as to the government's minimum physical standard.

Question 7. What will be the final disposition of certificates?

Answer -- The certificate being transmitted to this office with the declaration of appointee will be filed with the examination papers.

In order to facilitate such filing, especially where the declaration of appointee for some reason does not accompany, it is requested that there be endorsed on the certificate a statement of the certificate number, the position to which appointed and the office in which appointed.

Question 8. Request for a sample form of requisition on the Public Health Station to secure uniformity.

Answer -- A draft is submitted as used in this office, which may be adopted or modified and then standardized as finally accepted.

Question 9. Will disabled veterans be required to be examined, and effect?

Answer -- They will be examined but inasmuch as their disability has been passed on under Civil Service Rule V before their admission to examination and in view of the preference accorded such veterans, the certificate will usually be clearly a record of their physical condition, for the information of officials in subsequent transactions and with reference to the duties to which they are assigned.

Question 10. How about appointments to high grade positions of a technical or professional character in Washington, D. C., where applicants are hard to get?

Answer -- If the appointment is through competitive examination, inasmuch as the retirement and compensation benefits are applicable, such appointees will be examined.

Question 11. As to appointments made to field positions not under the Civil Service district system from registers maintained in the central office in Washington the Appointee reporting from his home to the place of employment.

Answer -- Such examinations are desirable and if a medical officer of the department or of the Public Health Service is available at the place of employment, the Commission believes they should be given. For the present, the matter may be allowed to rest in the discretion of the department.

The duty of the Commission under the orders of the President is to effect their execution so far as existing facilities permit, and the physical examination, where practicable, becomes a part of the required procedure to secure an appointment under the Civil Service Act. Its initial application is limited to test the procedure but will be extended as opportunity offers. It is desired to have examinations as at present limited in full operation in all departments and offices in Washington not later than January 1, 1924.

In conclusion, the Commission invites further inquiry.

By direction of the Commission:

Very respectfully,

(Signed) John T. Doyle

Secretary.

8 Inclosures.

Answer -- Exact examinations are desirable and if a medical officer of the department or of the Public Health Service is available at the place of employment, the Commission believes they should do so. For the present, the matter may be allowed to rest in the discretion of the department.

The duty of the Commission under the orders of the President is to effect their execution so far as existing facilities permit, and the physical examination, where practicable, becomes a part of the regular procedure to secure an appointment under the Civil Service rule. The initial application is limited to that the proceedure will be extended as opportunity offers. It is desired to have examinations as at present limited in full operation in all departments and offices in Washington not later than January 1, 1924.

In conclusion, the Commission invites further inquiry.

By direction of the Commission:

Very respectfully,

(Signed) John T. Doyle

Secretary.

2 Inclosures.

COPY

United States Civil Service Commission

Washington, D. C.

Medical Officer in Charge,
U. S. Public Health Service,
Relief Station No. 339,
Post Office Building,
12th Street and Pennsylvania Ave., N. W.,
Washington, D. C.

Sir:

It is requested that the bearer be given a physical examination under authority of the Executive Order of June 18, 1923.

This individual is to be appointed to the position of _____ on the force of this department from the _____ examination.

Please deliver the executed medical certificate, together with this letter of authority, in a sealed envelope to the applicant for transmittal to the undersigned.

By direction of the Commission:

Very respectfully,

Personnel Officer.

COPY

United States Civil Service Commission

Washington, D. C.

Medical Officer in Charge,
U. S. Public Health Service,
Marine Station No. 225,
Post Office Building,
15th Street and Pennsylvania Ave., N. W.,
Washington, D. C.

Sir:

It is requested that the bearer be given a physical examination under authority of the Executive Order of June 18, 1923.

This individual is to be appointed to the position of _____ on the force of this department from the _____ examination.

Please deliver the executed medical certificate, together with this letter of authority, in a sealed envelope to the applicant for transmittal to the undersigned.

By direction of the Commission:

Very respectfully,

Personnel Officer.

COPY

Paragraph for inclusion in notice of ratings.

Medical examination and physical requirements for appointments in view of the benefits granted employees under the Employees' Compensation and Retirement legislation. --- Persons appointed may be given a medical examination by a physician of the Federal Service before entering on duty.

The following defects will debar persons from appointment: Bright's disease, malignant tumor (cancer, etc.); diabetes; epilepsy; and abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorrhea, and chancroid, also tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to affect the usefulness of applicant; seriously defective vision of both eyes, incorrectible by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs or body so injured, crippled, or deformed as to seriously affect usefulness; chronic alcoholism or drug addiction: PROVIDED, That the applications of persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be accepted for examinations where physical ability is of subordinate importance. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated, the application will be disapproved. Physical requirements may be omitted under certain conditions in the case of veterans entitled to preference.

In case an appointment should be offered you and you have any doubt as to your physical condition it may save you unnecessary trouble and expense to have a thorough physical examination made by your family physician, showing him the above statement to guide him in making his observations.

Procedure for inclusion in notice of retirement.

Medical examination and physical requirements for appointments in view of the benefits granted employees under the military-men's Compensation and Retirement Legislation. --- Persons appointed may be given a medical examination by a physician of the Federal Service before entering on duty.

The following defects will debar persons from appointment: Bright's disease, malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible diseases, including syphilis, gonorrhea, and chancroid, also tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to reflect the uncertainness of appointment; serious defective vision of both eyes, incorrectible by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs or body so injured, crippled, or deformed as to seriously effect usefulness; chronic alcoholism or drug addiction: PROVIDED, That the applications of persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be accepted for examinations where physical ability is of subordinate importance. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated, the application will be disapproved. Physical requirements may be omitted under certain conditions in the case of veterans entitled to preference.

In case an appointment should be offered you and you have any doubt as to your physical condition it may save you unnecessary trouble and expense to have a thorough physical examination made by your family physician, showing him the above statement to guide him in making his observations.

COPY

United States Civil Service Commission

Washington, D. C. File ARB-E

November 21, 1923

Mr. P. L. Gladmon, Secretary,
Association of Appointment Clerks,
Washington, D. C.

Sir:

With reference to the questions submitted by your association on the procedure for enforcement in Washington, D. C. of the Executive orders of May 29 and June 18, 1923 respecting physical examinations for government employment, the Commission repeats below each inquiry with its opinion, where the matter is purely one of administrative discretion, and its decision on matters within its authority with the reasons governing. The answers are with reference to appointments in Washington, D. C.

Question 1. What is the extent of the order?

Answer -- The language of the President is "Certification to government employment," and the stated purposes of the work, "to promote health and efficiency and minimize accidents among Federal employes" indicates an intention that every employe shall be examined. The machinery available for this work is, however, limited to present facilities, no additional appropriations being available, and the Commission therefore feels that to avoid an overload on the examining bodies the application of the orders must be accomplished gradually. Therefore, for the present, the examinations may be limited as to original appointments to those appointed to the federal service through competitive examination on probation under civil service rules or by active regulation and as to those already in the service, to cases of reinstatement, transfer, or promotion, etc., where a medical certificate is required by existing practice or regulation and to cases where an employe submits that by reason of his physical condition, he is incapable of performing the work to which he is assigned. Should, however, a department have within itself an adequate medical staff, and wish to give more full effect to the desire of the President by examining <u>all</u>

employes, or any class in addition to the ones stated above, the Commission believes such action to be desirable and in the interests of administrative efficiency. Temporary employes need not be examined if the department does not wish to include them.

Question 2. Where departments have their own medical officers, will certificates from these be acceptable?

Answer -- Yes, if the officer is in the active practice of his profession as Medical Officer of a department or office, his duties including physical examinations and the diagnosis of disease. The adopted form of certificate (Form 2413) should be used in all cases, and the examinations will be limited to appointees in that department, unless by courtesy the service is performed for another office having no medical officer.

Question 3. When should examinations be given? Alternative suggestions --

1. Before appointment (Nine representatives favor)
2. Within 48 hours after appointment (Two favor)
3. At any time during probation (Three favor)

Answer -- The examination should be given either before appointment or within 48 hours thereafter, the concession of 48 hours being to permit persons arriving from a distance to rest and to prepare themselves and to allow for possible delays in making the examination, and the intervention of holidays or Sundays.

Question 4. Who will pass on the acceptability of the person from the medical certificate

1. Examining physician?
2. Appointing officer (who is not a physician)?
3. Civil Service Commission or its representative?

Answer -- The medical certificate calls for an expression of opinion from the examining physician. This will aid the appointing officer, who will decide whether to object to actual employment of appointee. In cases of objection the matter would be passed on by this Commission, as in other cases where objection is made to a person certified.

Question 5. What should be the action on an unfavorable certificate: Should

1. Appointee be dropped immediately?
2. Appointee be permitted to serve probation and then be dropped if unsatisfactory?

Answer -- This will have to be decided on each individual case of objection to the Commission. Extreme liberality should

[illegible] are documents from their own medical officers. [illegible] certification from these be accepted?

[illegible] officer is in the active practice of [illegible]

[illegible] case, the [illegible] examination [illegible] appointed in [illegible] government, unless by country [illegible] service [illegible] to personal [illegible] other office [illegible] to medical officer.

[illegible] petitions --

[illegible]

[illegible] to have other government (Two Votes)

[illegible] at any time during probation (Three Votes)

[illegible] -- The examination should be given either before [illegible] [illegible] within 48 hours thereafter, the conversation of 48 hours [illegible] to permit certain [illegible] from a distance to rest and [illegible] themselves and to allow for possible delays in [illegible]

[illegible] 6. Who will pass on the acceptability of an person [illegible] the medical certificate

[illegible] [illegible]

[illegible] (physician either in [illegible] a physician)?

[illegible] Civil Service Commission or its representatives?

[illegible] -- The medical or sufficiency exam for an appointee of [illegible] [illegible] physicians. This will [illegible] [illegible] or fear, who will decide what or to object to [illegible] [illegible] appointees. In cases of objection by [illegible] [illegible] on by this Commission, as in other cases where objection is made to a person certified.

[illegible] 8. What should be the notice or an interested [illegible] [illegible]: [illegible]

[illegible] appointee be dropped immediately?

[illegible] appointee be permitted to move probation and [illegible] to drop [illegible]?

[illegible] -- This will have to be decided on each individual case [illegible] of objection to the Commission. Extreme liberality should [illegible]

be exercised in accepting appointees to positions in the apportioned service who report from a distance. With the present limitations, both as to locality and personnel, the Public Health Service can not as a general practice examine applicants. The physical examination is necessarily given at time of appointment and the person examined has complied with all requirements as to application and examination and paid all expenses connected with the travel to Washington. His immediate rejection, unless on some vital defect, such as active tuberculosis or other communicable disease, would work an inequitable hardship, and result in criticism of the system.

For the present, with the inadequate facilities, the intent must be, mainly, to secure a physical record of each appointee who comes from a distance, to be filed for the future protection of the government in connection with retirement and liability procedure and which will also apprise the person of minor and correctible defects (eyesight, teeth, etc.). This is especially true for high grade professional, technical or scientific positions.

For classes where residence is mainly local, greater latitude in rejecting is possible.

Question 6. What notice should be given to inform the public of the requirement?
1. In announcements?
2. In notices of standing?
3. When appointment is offered?

Answer -- In announcements and notices of rating the Commission is introducing the following:

> "MEDICAL EXAMINATION OF APPOINTEES.-- In view of the benefits granted employes under Employees Compensation and Retirement Legislation, persons appointed may be given a medical examination by a physician in the Federal service before entering on duty."

The word "may" is used generally instead of "will" because of the fact that federal medical service is not available in some localities. For appointments in Washington "will" is applicable. The notifying in offering appointment rests entirely with the appointing officer, but is believed should not be made too curtly (as in telegraphic tenders) as it may unwarrantedly deter acceptance. Physical examination is becoming a routine in many industrial and commercial corporations,

[illegible] conditions
[illegible]
[illegible] and
[illegible] general pur-
[illegible] examination is necessarily
[illegible] the person examined has
[illegible] to application can [illegible]-
[illegible] [illegible] and travel to
[illegible] ion. Unless on some visual
[illegible] a medical treatments or other commitments

[illegible]

[illegible] ly, to secure a physical record of each
[illegible] from a distance, to be filed for the
[illegible] the government [illegible] with re-
[illegible] liability problems and which raise
[illegible] and contradiction problems [illegible].
[illegible] is especially true for this week [illegible],
[illegible] or national holidays.

[illegible] where a reference is really local, greater
latitude in referring is possible.

Question 4. When notice should be given to inform the public of the examination?

1. In announcements?
2. In notices of meetings?
3. When appointment is offered?

Answer -- In announcements and notices of meeting the Commission is interpreting the following:

"MEDICAL EXAMINATION OF APPLICANTS. -- In view of the benefits granted employees under Employees Compensation and Veterans Legislation, persons appointed may be given a medical examination by a physician in the federal service before entering on duty."

The word "may" is used generally instead of "will" because of the fact that federal medical service is not available in some localities. For appointments in Washington "will" is appli-

made too costly (as in telegraphic tendered) as it may unwarrantedly deter acceptance. Physical examination is becoming a routine in many industrial and commercial corporations.

and the requirement by the government will probably not surprise the person selected.

The Commission will also include with each notice of rating a statement as inclosed calling attention to the probable physical examination after appointment, and advising the candidate of the physical defects which are a bar to all positions in order that he may be on notice as to the government's minimum physical standard.

Question 7. What will be the final disposition of certificates?

Answer -- The certificate being transmitted to this office with the declaration of appointee will be filed with the examination papers.

In order to facilitate such filing, especially where the declaration of appointee for some reason does not accompany, it is requested that there be endorsed on the certificate a statement of the certificate number, the position to which appointed and the office in which appointed.

Question 8. Request for a sample form of requisition on the Public Health Station to secure uniformity.

Answer -- A draft is submitted as used in this office, which may be adopted or modified and then standardized as finally accepted.

Question 9. Will disabled veterans be required to be examined, and effect?

Answer -- They will be examined but inasmuch as their disability has been passed on under Civil Service Rule V before their admission to examination and in view of the preference accorded such veterans, the certificate will usually be chiefly a record of their physical condition, for the information of officials in subsequent transactions and with reference to the duties to which they are assigned.

Question 10. How about appointments to high grade positions of a technical or professional character in Washington, D. C., where applicants are hard to get?

Answer -- If the appointment is through competitive examination, inasmuch as the retirement and compensation benefits are applicable, such appointees will be examined.

Question 11. As to appointments made to field positions not under the Civil Service district system from registers maintained in the central office in Washington the Appointee reporting from his home to the place of employment.

[illegible] examination rules
[illegible] of the physical defects
[illegible] that be may be
[illegible] physically fit [illegible].

[illegible] What will be the final disposition of a rejectee?

-- The papers already being transmitted to this office with
local decisions of appointee will be filed view the examine-
[illegible].

[illegible] suspension of appointee for some reason not discovered.
It is reported that [illegible] be endorsed on the certificate
[illegible] of the certificate number. The position to which
appointee was the office in which assigned.

Public Health [illegible] ion to secure uniformity.

[illegible] -- [illegible] form is prescribed as used in this office, which may
be adopted or modified and then transmitted as finally
[illegible].

[illegible] 9. Will [illegible] veterans be required to be examined
[illegible] efforts?

[illegible] -- They will be examined and [illegible] as their disability
[illegible] been caused on under Civil Service Rule V before their ad-
[illegible] examination subject view of the preference accorded

[illegible] partial [illegible] or [illegible]
[illegible] in [illegible] and with reference to the duties to
[illegible] examined.

[illegible] Can [illegible] appointments to high grade positions of
a general or professional character be made
[illegible]. Where [illegible] are [illegible] to apply?

[illegible] to appointees made to field positions not under
[illegible]

[illegible] to the central office in Washington the
[illegible] from his home to the place of
[illegible].

Answer -- Such examinations are desirable and if a medical officer of the department or of the Public Health Service is available at the place of employment, the Commission believes they should be given. For the present, the matter may be allowed to rest in the discretion of the department.

The duty of the Commission under the orders of the President is to effect their execution so far as existing facilities permit, and the physical examination, where practicable, becomes a part of the required procedure to secure an appointment under the Civil Service Act. Its initial application is limited to test the procedure but will be extended as opportunity offers. It is desired to have examinations as at present limited in full operation in all departments and offices in Washington not later than January 1, 1924.

In conclusion, the Commission invites further inquiry.

By direction of the Commission:

Very respectfully,

(Signed) John T. Doyle

Secretary.

2 inclosures.

COPY

United States Civil Service Commission

Washington, D. C.

Medical Officer in Charge,
U. S. Public Health Service,
Relief Station No. 339,
Post Office Building,
12th Street and Pennsylvania Ave., N. W.,
Washington, D. C.

Sir:

It is requested that the bearer be given a physical examination under authority of the Executive Order of June 18, 1923.

This individual is to be appointed to the position of _____ on the force of this department from the _____ examination.

Please deliver the executed medical certificate, together with this letter of authority, in a sealed envelope to the applicant for transmittal to the undersigned.

By direction of the Commission:

Very respectfully,

Personnel Officer.

COPY

Paragraph for inclusion in notice of ratings.

Medical examination and physical requirements for appointments in view of the benefits granted employees under the Employees' Compensation and Retirement legislation. --- Persons appointed may be given a medical examination by a physician of the Federal Service before entering on duty.

The following defects will debar persons from appointment: Bright's disease, malignant tumor (cancer, etc.); diabetes; epilepsy; any abnormal hardening of the arteries (arteriosclerosis); transmissible disease, including syphilis, gonorrhea, and chancroid, also tuberculosis (active or arrested for a period of less than one year); insanity or mental illness sufficiently definite to affect the usefulness of applicant; seriously defective vision of both eyes, incorrectible by glasses; progressive myopia; progressive or disabling paralysis; uncompensated valvular disease of the heart; loss of both arms, both legs, or arm and leg; hands, arms, feet, legs or body so injured, crippled, or deformed as to seriously affect usefulness; chronic alcoholism or drug addiction: PROVIDED, That the applications of persons who have lost limbs or parts of limbs, but who have demonstrated dexterity either with or without the use of artificial substitutes, will be accepted for examinations where physical ability is of subordinate importance. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated, the application will be disapproved. Physical requirements may be omitted under certain conditions in the case of veterans entitled to preference.

In case an appointment should be offered you and you have any doubt as to your physical condition it may save you unnecessary trouble and expense to have a thorough physical examination made by your family physician, showing him the above statement to guide him in making his observations.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

December 28, 1923.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

In response to your query of this morning, I offer the following suggestions in connection with the memorandum about to issue on the subject of physical examination of appointees:

Mend 4/1

A paragraph should be inserted after line 3 on page 2, reading about as follows:

> "The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining physician discloses the existence of a communicable disease or some physical condition widely at variance with the statements made in the application for the civil service examination and which will materially affect the performance of the duties of the position. The purpose of the physical examination is to place on official record a statement of the physical condition of the appointee at the time of entering the service, for the benefit of the Government and of the appointee, so that in future years should questions arise under the Employees' Compensation or the Retirement Acts, there may be an authoritative record as to the physical condition of the employee at the time of entering the Federal service."

I think some reassurance along the lines of the above thought, which is quoted almost verbatim from Secretary Doyle's letter of October 25th to the Secretary, should appear in our Memorandum.

I would amend the first full paragraph on page 2 by letting the first sentence thereof stand as it is now, but modifying the remainder of the paragraph so that it will read as follows:

> "Upon receipt of the medical certificate embodying the record of the physical examination, the department will decide whether or not to object to the actual employment of the prospective appointee. If the record be acceptable to the department, the Chief Personnel Officer will direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a fractional part of a day, and, therefore, there will be but little delay in the appointee reporting for duty."

Either following the above paragraph or in some other portion of the memorandum there should be a cautionary paragraph reading somewhat as follows:

> "In corresponding with prospective appointees subject to the physical examination incidental to appointment, bureau officers will exercise care not to deter civil service eligibles from indicating a willingness to accept appointment by curtness of reference (particularly in telegrams) to the physical examination requirement."

The paragraph near the end which lists the appointees at present exempt from physical examination is incomplete in that it does not refer to positions in the field service. The file indicates that the Civil Service Commission has an arrangement under which it will require such examination in some cases, but that there is no present requirement so far as the departments themselves are concerned. The present defect in our paragraph will probably be cured by adding thereto the following:

[illegible] it is now, but modifying the [illegible] so that it will read as follows:

> "In regard of the [illegible] to which [illegible] by the general of the physical examination, the [illegible] will confine himself or not to object to the equal employment of the prospective applicant. If the record is [illegible] to the department, the chief field officer will [illegible] appointee [illegible] to the [illegible] in to be employed; in case of [illegible], the officer will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person's qualifications. The matter of exact [illegible] probably will not take more than a fractional part of a day, and, therefore, there will be but little delay in the [illegible]

Either following the above [illegible] or in some other position of the memorandum there should be a cautionary paragraph reading:

> "In corresponding with prospective applicants subject to the physical examination referred to [illegible], [illegible] will see [illegible] to defer civil service eligibles from indicating a will [illegible] to accept appointment by [illegible] of reference (particularly in [illegible]) to the physical examination requirement."

The paragraph near the end which lists the appointees at present except from physical examination is incomplete in that it does not refer to positions in the field service. The file indicates that a [illegible] examination in some cases, but that there is no present requirement as far as the documents themselves are concerned. The present

"Neither will such examinations be required for the present by this department in connection with the filling of permanent field positions in the competitive classified service."

One other point of constructive suggestion comes to my mind. Will the Secretary wish to include in his memorandum any reference to the delicate question of disabled veteran preference? If so, a paragraph as follows, which is almost a direct quotation from one of the statements made by the Civil Service Commission, should be inserted in an appropriate position:

"Disabled veterans are subject to the examinations herein provided for, but inasmuch as their disability has been passed on under Civil Service Rule V before their admission to examination, and in view of the preference accorded such veterans, the certificates of physical examination will usually be considered as chiefly a record of their physical condition, for the information of officials in subsequent transactions and with reference to the duties to which they are assigned."

I understand that Mr. Gladmon is at present on annual leave and not expected back at his desk until January 2nd. I have discussed the foregoing suggestions with Mr. Evans of Mr. Gladmon's office and he has concurred in them. It might be well, however, if the suggestions are acceptable to you, to have Mr. Evans present them to Mr. Gladmon at the latter's home, for consideration. In any case, final action in the issue of the memorandum should be expedited, as its provisions must be in effect on January 2nd, next.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Enc.

[illegible]

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO.

Physical examination of appointees selected from registers of eligibles to serve in competitive classified positions in Washington, D. C.

Attention of the various bureaus, divisions, and offices is invited to the following Executive Order, dated June 18, 1923:

"EXECUTIVE ORDER

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employes as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty.

(Signed) Warren G. Harding

The White House,

June 18, 1923."

In carrying out the provisions of the above Executive Order, the Civil Service Commission requires that, except as noted hereinafter, all permanent appointees, selected from the Civil Service registers to serve in competitive classified positions in Washington, D. C., submit to a physical examination at the U. S. Public Health Service Relief Station in the Post Office Building, 12th Street and Pennsylvania Avenue, N. W., before assuming duty in the Department. In exceptional cases where, for any reason, an examination would be impossible, or where it would work a peculiar hardship on the prospective appointee to require the examination prior to assuming duty, the Civil Service Commission will authorize the

person to be appointed to assume duty with the understanding that the medical examination must be held not later than forty-eight hours after the appointee reported for duty.

Beginning with January 2, 1924, and continuing until further order, any person selected from a Civil Service certificate for probational appointment in Washington, D. C., will report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. After the record of the physical examination has been received by the Chief Personnel Officer, the appointee will be directed to report to the Bureau in which he is to be employed. The matter of the examination ordinarily will not take more than a fractional part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Any additional information on this subject can be supplied by the Chief Personnel Officer of the Department.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

January 3, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Since my last discussion of the attached file with you, it has occurred to me that while the Civil Service Commission intends, from now on, to indicate both in its announcements of examinations and its notifications of ratings the fact that certain appointees will be required to pass physical examinations before entering upon duty, there will be at the outset an interval (involving consideration and appointment of present eligibles - those who have already taken examinations and have received their ratings) during which eligibles will be without any notice of the physical examination requirement unless such notice be received from the appointing power. In fairness to prospective appointees, therefore, we should make some arrangement for a notification regarding physical examination until the present crop of eligibles is cleared up. To replace the present third-from-the-end paragraph, I would suggest one reading as follows:

> Notice of the physical examination requirement will be given by the Civil Service Commission both in its advertisements of coming examinations and its notifications of ratings, but in connection with ~~consideration of present~~ registers, ~~however,~~ it will be necessary for bureau officers, in corresponding with prospective appointees subject to physical examination prior to appointment, to advise the ~~such prospective appointees~~ of the requirement, ~~but~~ in so doing, care should be exercised not unduly to deter eligibles from indicating a desire to accept appointment by curtness of reference (~~particularly in telegrams~~) to the ~~requirement.~~

Existing → selections from

however, particularly in telegraphic communications

physical examination

If you think my point is well-taken, kindly "O. K." or modify the suggested wording; but if you still feel that all such reference is unnecessary, send the file back with a note to that effect and I shall prepare a final draft.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

(8)09

Mr Ashley
What do you understand from 3d B from last about offers of appmt?

MEMORANDUM NO.

Physical examination of appointees ~~selected from registers of eligibles to serve in competitive classified positions~~ in Washington, D. C.

Attention of the various bureaus, divisions, and offices is ~~invited~~ directed to the following Executive Order, dated June 18, 1923:

"EXECUTIVE ORDER

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employes as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty.

(Signed) Warren G. Harding

The White House,

June 18, 1923."

In carrying out the provisions of the above Executive Order, the Civil Service Commission requires that, except as noted hereinafter, all permanent appointees, selected from the Civil Service registers to serve in competitive classified positions in Washington, D. C., submit to a physical examination at the U. S. Public Health Service Relief Station in the Post Office Building, 12th Street and Pennsylvania Avenue, N. W., before assuming duty in the Department. In exceptional cases where, for any reason, an examination would be impossible, or where it would work a peculiar hardship on the prospective appointee to require the examination prior to assuming duty, the Civil Service Commission will authorize the person to be appointed to assume duty with the understanding that the medical examination must be held not later than forty-eight hours after the appointee reported for duty.

The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining physician discloses the existence of a communicable disease or some physical condition widely at variance with the statements made in the application for the civil service examination and which will materially affect the performance of the duties of the position. The purpose of the physical examination is to place on official record a statement of the physical condition of the appointee at the time of entering the service, for the benefit of the Government and of the appointee, so that in future years should questions arise under the Employees' Compensation, ~~or~~ the Retirement, Acts, there may be an authoritative record as to the physical condition of the employee at the time of entering the Federal service.

Beginning with January 16, 1924, and continuing until further order, any person selected from a Civil Service certificate for probational appointment in Washington, D. C., will report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. Upon receipt of the medical certificate embodying the record of the physical examination, the ~~department~~ Chief Personnel Officer will decide whether or not ~~to~~ there is objection ~~to~~ the actual employment of the prospective appointee. If the record be acceptable to the Department, the Chief Personnel Officer will direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a ~~fractional~~ part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

In corresponding with prospective appointees subject to the physical examination incidental to appointment, bureau officers will exercise care not to deter civil service eligibles from indicating a willingness to accept appointment by curtness of reference (particularly in telegrams) to the physical examination requirement.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Additional information on this subject may be secured from the Chief Personnel Officer of the Department.

Secretary.

The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining medical officer shows the existence of a communicable [illegible]

[illegible] will materially affect the performance of the duties of the position. The purpose of the physical examination is to place on official record a statement of the physical condition of the applicant at the time of entering the service, for the benefit of the Government [illegible]

[illegible] the Federal Government as the Act [illegible] Note, there may be [illegible] the time of entering the service [illegible]

Beginning with January 16, 1934, any contingent until further [illegible] al appointment in Washington, D. C., will report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with [illegible]

[illegible] direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil [illegible] in the appointee reporting for duty.

[illegible] sponding with prospective appointees subject to the physical [illegible]

[illegible] party employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer [illegible]

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

December 31, 1923.

Dear Mr. Jump:

Answering your query about the third paragraph from the last, I may say that this paragraph is meant to cover a thought expressed in the Commission's reply to question 6 of the Association of Appointment Clerks (see bottom of page 3 of Doyle's letter of Nov. 21 to Gladmon). The question reads: "What notice should be given to inform the public of the requirement, when appointment is offered?" The answer is: "The notifying in offering appointment rests entirely with the appointing officer, but is believed should not be made too curtly (as in telegraphic tenders) as it may unwarrantedly deter acceptance."

I see no objection to any of the pen changes you have made in the last draft, one of which, it is noted, makes the Chief Personnel Officer, and not the chief of the bureau concerned, the one to decide whether or not to object to the employment of the prospective appointee. This may occasion friction with the bureaus at times, but leaves the decision to a disinterested officer, and should insure uniform application of the Executive Order.

Very truly yours,

Chief Inspector.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

December 29, 1923.

Dear Mr. Jump:

As you will note from papers which have been added to this file since you last saw it, Mr. Gladmon and I have gotten together on the suggestions I made in connection with the proposed memorandum relative to physical examination of Civil Service appointees; the draft next under is the result. I think it is now ready for the Secretary's consideration and signature. In. Mr. Gladmon's absence on leave I have had Mr. Evans unite with me in initialing the final draft.

With Mr. Gladmon's approval, we have thrown the effective date forward from January 2nd to January 16, 1924, but even with this leeway we should accomplish actual issue of the memorandum as soon as possible, in order that it may be multigraphed and distributed before the effective date.

Anwco

E

D

12/28

Re proposed memo, I believe first of all the question of the date of inaugurating the medical exam should be settled. When I prepared the original memo last week I set Jan 2 as the time for starting the exams, basing this date on the suggestion of the E&C in reviewing the memo. Would go out before now. However there is nothing arbitrary about this date — no harm would be done in postponing it to say Jan 16 or even later. I know the E&C would not object. Indeed I believe a postponement is highly desirable in view of the short time now available for the distribution of the proposed memo. I therefore recommend Jan 16 as the date effective or some later date if more time is needed.

Regarding Mr. Ashley's proposed amendments I think as a whole they are good. While they make the memo somewhat longer than I figured on no particular harm is done & I must confess they make the subject somewhat clearer to the bureaus. I was planning on discussing some of the points suggested by Mr. Ashley with the Bureaus after the memo. was issued. No matter in what form the memo goes out we are bound to have questions fired at us.

Taking the amendments up in the order outlined in Mr. Ashley's memo. to Mr. Jump I concur in the first one to be inserted after line 3 on page 2

I concur in the second amendment in changing the first full paragraph on page 2 of the memo.

With reference to the third amendment regarding correspondence with prospective appointees this was a subject about which there was considerable discussion at the meeting of the Association. Some of the Delegates felt no reference to medical exam was necessary in offers of appt. while others thought in fairness to prospective appointees mention should be made of them. No agreement was reached on the matter, the question of policy being left to individual depts. to decide. Of course after this system gets started I see no necessity for mentioning the medical exam. as that fact will be very well known. The CSC giving notice of it in both the announcement of the civil service exam + the notice of eligibility sent to the applicant. The fourth & fifth are bureaus in their offers of appt.

will touch so lightly on the matter of medical exams despite the contrary notice in the proposed amendment, as to do more harm than good. However there can be no comeback on the part of the appointee if he is notified in advance of coming to Washington in the event of an unfavorable medical exam. For the protection of the Dept I therefore concur in the third amendment.

With reference to the fourth amendment I should concur because it is felt that exams will not be required for filling permanent field positions in the classified civil service - from applts made from registers established by the Dept heads and have been for some time subject

to individual examiners. The system now proposed for Washington has been working in the district system for several months. The examiners in the field are applts. made from registers established here in Washington. At a later date they will be included, but for the time being the proposed memo. should cover only applts in Washington. As the memo. refers exclusively to Wash. applts I suggest no reference be made to field applts at this time.

Regarding the fifth amendment I agree with Mr. Ashley the matter of disabled veteran preference is a delicate question. I would suggest no reference be made to it in the proposed memo.

I have been laid up in my room the past two days on account of a sprained ankle (some neatness) I hope to get down down town some time tomorrow when I will have an opportunity to use the telephone I will call you & discuss the matter a little more in detail

Personally I think there is too little time to make the rules effective Jan 2 -

Hope you will be able to decipher this note O.K -

G

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

January 4, 1924.

Dear Mr. Jump:

Herewith is the complete file upon which is based the proposed memorandum relative to physical examination of appointees; also final draft of memorandum for the Secretary's ~~signature~~ consideration. You will wish to note particularly the paragraph on the second page beginning "Notice of the physical examination." It covers the point I last discussed with you.

I am sending the file through Mr. Gladmon's office, in order that Mr. Evans may initial final draft.

Yours truly,

Amco

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO.

Physical examination of appointees in Washington, D. C.

Attention of the various bureaus, divisions, and offices is directed to the following Executive Order, dated June 18, 1923:

"EXECUTIVE ORDER

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employes as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty.

(Signed) Warren G. Harding

The White House,

June 18, 1923."

In carrying out the provisions of the above Executive Order, the Civil Service Commission requires that, except as noted hereinafter, all permanent appointees, selected from the Civil Service registers to serve in competitive classified positions in Washington, D. C., submit to a physical examination at the U. S. Public Health Service Relief Station in the Post Office Building, 12th Street and Pennsylvania Avenue, N. W., before assuming duty in the Department. In exceptional cases where, for any reason, an examination would be impossible, or where it would work a peculiar hardship on the prospective appointee to require the examination prior to assuming duty, the Civil Service Commission will authorize the person to be appointed to assume duty with the understanding that the medical examination must be held not later than forty-eight hours after the appointee reported for duty.

The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining physician discloses the existence of a communicable disease or some physical condition widely at variance with the statements made in the application for the civil service examination and which will materially affect the performance of the duties of the position. The purpose of

Physical examination of appointees in Washington, D. C.

[illegible] is
[illegible] June 18, 1922:

"[illegible]

[illegible]
and of minimizing accidents among Federal employees, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employees as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available [illegible]

[illegible]

The White House,

June 18, 1922."

In carrying out the provisions of the above Executive Order, the Civil Service Commission requires that, except as noted hereinafter, all permanent appointees, selected from the Civil Service registers to serve in competitive classified positions in Washington, D. C., submit to a physical examination at the U. S. Public Health Service Relief Station in the Post Office Building, 12th Street and Pennsylvania Avenue, N. W., before assuming duty in the Department. In exceptional cases where, for any reason, an examination would be impossible, or where it would work a peculiar hardship on the prospective appointee to require the examination prior to assuming duty, the Civil Service Commission will authorize the [illegible] the appointee reported for duty.

The physical examination is not intended to exclude from appointment a person otherwise eligible unless the certificate of the examining physician discloses the existence of a communicable disease or some physical condition widely at variance with the statements made in the application for the civil service examination and which will materially affect the performance of the duties of the position. The purpose of

the physical examination is to place on official record a statement of the physical condition of the appointee at the time of entering the service, for the benefit of the Government and of the appointee, so that in future years should questions arise under the Employees' Compensation, Retirement, or other similar acts, there may be an authoritative record as to the physical condition of the employee at the time of entering the Federal service.

Beginning with January 16, 1924, and continuing until further order, any person selected from a Civil Service certificate for probational appointment in Washington, D. C., will before taking up his duties in the Department be required to report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. Upon receipt of the medical certificate embodying the record of the physical examination, the Chief Personnel Officer, in consultation with the bureau concerned, will decide whether or not there is objection to the actual employment of the prospective appointee. If the record be acceptable to the Department, the Chief Personnel Officer will direct the appointee to report to the bureau in which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

Notice of the physical examination requirement will be given by the Civil Service Commission both in its ~~advertisements~~ of coming examinations and its notifications of ratings, but in connection with selections from existing registers it will be necessary for bureau officers, in corresponding with prospective appointees subject to physical examination prior to appointment, to advise them of the requirement. In so doing, however, particularly in telegraphic communications, care should be exercised not unduly to deter eligibles from indicating a desire to accept appointment by curtness of reference to the physical examination.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Additional information on this subject may be secured from the Chief Personnel Officer of the Department.

Secretary.

[illegible] the service, for the benefit of the Government and of the appointee, [illegible] compensation, retirement, or other similar acts, there may be an [illegible] the time of entering the Federal service.

[illegible] Public Health Service certificate for prospectives appointment in Washington, D. C., will before taking up his duties in the Department be required to report to the Chief Personnel Officer of the Department, who will make the necessary arrangements with the Public Health Service for the physical examination of the prospective appointee. Upon receipt of the medical certificate embodying the record of the physical examination, the Chief Personnel Officer, in consultation with the bureau concerned, will decide whether or not there is objection to the actual employment of the prospective appointee. If the record be acceptable to the Department, the Chief [illegible] which he is to be employed; in case of objection, the matter will be passed upon by the Civil Service Commission, as in other cases where objection is made to a person certified. The matter of examination ordinarily will not take more than a part of a day, and, therefore, there will be but little delay in the appointee reporting for duty.

[illegible] by the Civil Service Commission both in its correspondence or coming examinations and its notifications of ratings, but in connection with selections from existing registers it will be necessary for bureau officers, in corresponding with prospective appointees subject to physical examination prior to appointment, to advise them of the requirement. In so doing, however, particularly in telegraphic communications, care should be exercised not unduly to deter eligibles from [illegible] the physical examination.

For the present no medical examination will be required for temporary employees, persons appointed under Section 10 of Civil Service Rule II, or any other position excepted from examination, or in cases of transfer from other Departments or reinstatements in the Department.

Additional information on this subject may be secured from the Chief Personnel Officer of the Department.

Respectfully,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 15, 1924

MEMORANDUM NO. 468

Conferences with the General Accounting Office.

Decisions reached after conference with officials of the General Accounting Office on matters relating to one bureau or office frequently are found to apply to all branches of the Department. Whenever it becomes necessary hereafter, therefore, to take up in personal conference with the General Accounting Office a matter pertaining to the work of this Department, arrangements for such conference should be made through the Office of the Secretary which will designate an officer of the Department to arrange the conference and cooperate with the bureau concerned in the presentation of the question at issue.

This procedure will not be necessary when a call is to be made solely for the purpose of consulting records or inspecting vouchers, accounts, checks, etc.

Henry C. Wallace

Secretary.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 18, 1923.

MEMORANDUM NO. _____

Personal Contacts with the General Accounting Office.

Whenever it becomes necessary hereafter to take up in personal conference with the General Accounting Office a matter pertaining to the work of this Department it is desired, in the interests of orderly procedure, that arrangements for such conference be made through the Office of the Secretary. This procedure will not be necessary, however, when a call is to be made solely for the purpose of consulting records or inspecting vouchers, accounts, or checks.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 18, 1923.

Memorandum
~~CIRCULAR~~ NO.

Personal Contacts with the General Accounting Office.

Whenever ~~In view of the fact that~~ it ~~often~~ becomes necessary to take up ~~with~~ in personal conference with ~~for~~ the General Accounting Office ~~to take up with the head~~ a matter pertaining to the work of this Department ~~of this Department matters which originated in personal conference,~~ it is desired, in the interests of orderly procedure, that arrangements for such conference be made ~~hereafter for the presence of a representative of~~ through the Office of the Secretary ~~'s office~~ ~~at any conference between departmental employees and employees of the General Accounting Office, which is not~~ solely for the purpose of consulting records or inspecting vouchers, accounts, or checks.

This procedure will not be necessary, however, when a call is to be made

Secy

~~Administrative Assistant.~~

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 4, 1924.

MEMORANDUM NO. 469

Preparation of Agreements, Contracts, and Leases.

(Amending Paragraph 74, Fiscal Regulations.)

The last section of paragraph 74 of the Fiscal Regulations is hereby amended to read as follows:

> Requests for the preparation of agreements, leases, or contracts will be sent to the solicitor of the department. Agreements and contracts will be regularly drawn up in triplicate, leases in quadruplicate; but where the bureau so requests an additional copy will be prepared. All copies will be forwarded to the bureau, whence three will be sent to the contractor or lessor for execution and return to the bureau, which will forward them to the solicitor for execution by the Secretary. When so executed the solicitor will return them to the bureau, which will immediately send one copy to the contractor or lessor and one copy to the disbursing clerk of the department for transmittal to the General Accounting Office quarterly, and will retain and file the third copy in the bureau accounting office. In the case of leases, the unexecuted quadruplicate copy, with all signatures and dates copied in by the bureau, will be transmitted to the chief clerk of the department.

Henry C. Wallace
Secretary.

hwp

The last section of paragraph 74 of the Fiscal Regulations is hereby amended to read as follows:

> Requests for the preparation of agreements, leases, or contracts will be sent to the solicitor of the department. Agreements and contracts will be regularly drawn up in triplicate, leases in quadruplicate; but where the bureau so requests an additional copy will be prepared. All copies will be forwarded to the bureau, whence three will be sent to the contractor or lessor for execution and [illegible] the solicitor for execution by the Secretary. When so executed the solicitor will return them to the bureau, which will immediately send one copy to the contractor or lessor and one copy to the dis- [illegible] the General Accounting Office quarterly, and will retain and file the third copy in the bureau accounting office. In the case of leases, the unexecuted quadruplicate copy, with all signatures and dates copied in by the bureau, will be transmitted [illegible].

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 2, 1924.

Dear Mr. Jump:

If the Secretary signs the attached memorandum, the number of copies of the Accounts Officer to be prepared will be reduced by one in each instance, and the general file in Inspection will be done away with. The experience of nearly ten years has proved conclusively that the expense of maintaining a general file is not justified by the use made of it.

At our last conference on this subject you indicated your willingness to O. K. the new procedure if I amended it so as to assure the complete file of each bureau being in one place, that place preferably the bureau accounting office. The present draft does this, and I recommend that the memorandum be presented to the Secretary for consideration and approval.

Ameca

DEPARTMENT OF AGRICULTURE

OFFICE OF THE ASSISTANT SECRETARY

WASHINGTON

F

Feb. 14, 1924.

MEMORANDUM NO. 470

AMENDMENT TO THE FISCAL REGULATIONS.

Paragraph 81 of the Fiscal Regulations is amended to read as follows:

81. PREPARATION OF TELEGRAMS. -- Telegrams may be sent only when mail communication will not meet the necessities of the occasion. The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted.

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 15, 1924.

Dear Mr. Woulfe:

File in connection with issue of Secretary's Memorandum No. 470, returned herewith. No news item necessary in this instance; see copy of my memorandum to Mr. Russell.

Amca

February 15, 1924.

MEMORANDUM FOR MR. F. M. RUSSELL.

Dear Mr. Russell:

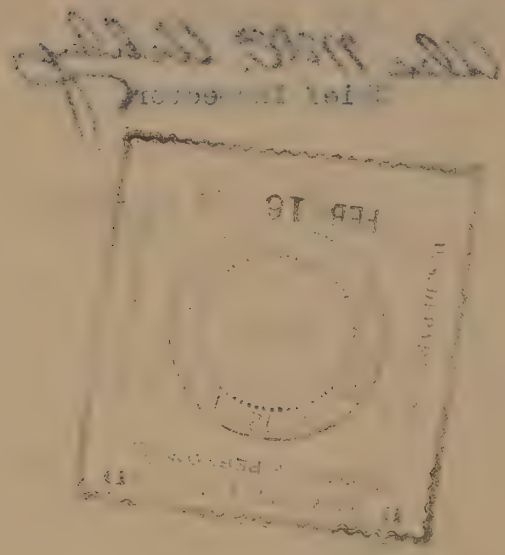
Although Secretary's Memorandum No. 470 amends current fiscal regulations, the change is merely verbal rather than substantial, in view of which Mr. Jump has authorized release of the memorandum for publication in the Official Record without any news item relative thereto in the same issue.

Very truly yours,

Alex. McC. Ashley
Chief Inspector

A Mi

Copy for Mr. Woulfe.



SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 14, 1924.

Dear Mr. Jump:

In connection with the publication of Memorandum No. 470 in the Official Record, I recommend that no news item issue in addition. The only real change made in this regulation by the amendment is the striking out of special bureau forms of address for B. A. E. and Weather Bureau and the substitution therefor of the general phrase "except where special bureau instructions have been issued."

If you agree with the above and will so indicate, I can then clear the memorandum for publication by Mr. Russell.

amco

OK wal

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. _____.

AMENDMENT TO THE FISCAL REGULATIONS.

Paragraph 81 of the Fiscal Regulations is amended to read as follows:

81. PREPARATION OF TELEGRAMS. -- Telegrams may be sent only when mail communication will not meet the necessities of the occasion. The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted.

Secretary.

Proof for memo for Off Records
Palmer

MEMORANDUM NO. ____.

AMENDMENT TO THE FISCAL REGULATIONS

Paragraph 81 of the Fiscal Regulations is amended to read as follows:

81. PREPARATION OF TELEGRAMS.- The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted.

Secretary.

MEMORANDUM NO. _____.

AMENDMENT TO THE FISCAL REGULATIONS

Section 3.01 of the Fiscal Regulations is amended to read as follows:

01. PROMULGATION OF TELEGRAMS.- The commercial practice will be followed in promulgating telegrams, namely where specific forms addressing have been issued by the authority. All necessary words should be omitted from the body of the message. Numbers should be expressed in words, by or figures; ordinal numbers should not be abbreviated. Telegrams should avoid contractions of eight words, however, abbreviations and the or many letters whenever more economical. Use abbreviations being given the importance of the message, the time required for transmission and delivery (a combine of three and to two and one-half hours would be allowed for telegrams for delivery), and the relative time prevailing at points of origin and destination. The adoption of every, designed should be in sufficient detail to insure the proper delivery and the adjustment be made here as nearly to identify the vendor. Other, however, should preliminary be notified.

Secretary.

MEMORANDUM NO. ____.

AMENDMENT TO THE FISCAL REGULATIONS

Paragraph 81 of the Fiscal Regulations is amended to read as follows:

81. PREPARATION OF TELEGRAMS.- The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted.

Secretary.

81. PREPARATION OF TELEGRAMS.

The commercial practice will be followed in addressing telegrams, except [telegrams to the Weather Bureau and the Bureau of Markets and Crop Estimates at Washington which should be addressed, respectively, "Observer, Washington," and "Markets, Agriculture, Washington."] where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of a message. [Titles following signatures should not be used except where absolutely essential, but all telegrams should bear the full name of the sender or his official title.] Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted.

Omitted matter in heavy brackets [ ]

New matter underscored.

P.S.—I think the Legislation [illegible] Geo. M.E. Chalmers
[illegible]

Omitted matter in heavy brackets [ ]

New matter underscored.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 11, 1924.

MEMORANDUM FOR THE CHAIRMAN OF THE
FINANCE COMMITTEE.

Dear Mr. Zappone;

Paragraph 81 of the Fiscal Regulations opens with the following sentence:

> PREPARATION OF TELEGRAMS. -- The commercial practice will be followed in addressing telegrams, except telegrams to the Weather Bureau and the Bureau of Markets and Crop Estimates at Washington which should be addressed, respectively, "Observer, Washington," and "Markets, Agriculture, Washington."

Obviously this should be amended if for no other purpose than to remove the designation "Bureau of Markets and Crop Estimates." After consultation with Mr. Callendar of the crop estimate division, Bureau of Agricultural Economics, I find that the present practice is to address the crop report telegrams "Estimates, Agriculture, Washington." Mr. Callendar thinks this probably the shortest and best form. I suggest therefore for the Finance Committee's consideration the accompanying draft of a Secretary's memorandum amending the paragraph in question. Mr. Callendar approves the substitute language.

Very truly yours,

Alex. McC. Ashley
Chief Inspector.

P.S.- I think the Supt. of Tel. + Tel. should be conferred with when our Committee considers this.
1/14/24.
amca

MEMORANDUM NO. _____

AMENDMENT TO THE FISCAL REGULATIONS.

Paragraph 81 of the Fiscal Regulations is amended to read as follows:

81. PREPARATION OF TELEGRAMS. - The commercial practice will be followed in addressing telegrams, except telegrams to the Weather Bureau and those transmitting crop reports to the Bureau of Agricultural Economics which should be addressed, respectively, "Observer, Washington" and "Estimates, Agriculture, Washington," [redacted] All unnecessary words should be omitted from the body of a message. ~~Titles following signatures should not be used except where absolutely essential, but all telegrams should bear the full name of the sender or his official title.~~ Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practicable and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination.

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 19, 1924.

Dear Mr. Woulfe:

While Memorandum No. 471, herewith, contains fiscal, administrative and property elements, it does not specifically amend our formal regulations, and accordingly does not call for an explanatory news item under our present arrangement with Mr. Russell's office.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 18, 1944

MEMORANDUM NO. 471

Discounts on Purchases Required to be Realized.

It is the policy of the department to realize in the fullest measure all economies dependent upon the prompt settlement of its accounts. To this end forms sent out by the department for submission of bids for material and supplies will hereafter contain a clause inviting offer of discount in the following language:

"A discount of will be allowed for payment within days after receipt of goods."

Where forms are not used prospective bidders will be specifically requested to quote discounts in naming their prices.

Bureaus will adopt a procedure which will assure the vouchering, examination, and payment within the prescribed term of all bills subject to prompt payment discount. Monthly reports in writing fully explaining each instance in which an offered discount was not realized on an account paid during the month will be prepared in duplicate by the head of each bureau accounting office, one copy being submitted to the Bureau chief and the other copy forwarded to the Office of the Secretary.

Henry A. Wallace
Secretary.

accounts. To this end forms sent out by the department for submission of bids for material and supplies will hereafter contain a clause inviting offer of discount in the following language:

"A discount of will be allowed for payment within days after receipt of goods."

Where forms are not used prospective bidders will be specifically requested to quote discounts in making their prices.

examination, and payment within the prescribed term of all bills subject each instance in which an offered discount was not realized on an account paid during the month will be prepared in duplicate by the head of each bureau accounting office, one copy being submitted to the Bureau chief and the other copy forwarded to the Office of the Secretary.

F

MEMORANDUM NO. _____

Discounts on Purchases Required to be Realized.

It is the policy of the department to realize in the fullest measure all economies dependent upon the prompt settlement of its accounts. To this end forms sent out by the department for submission of bids for material and supplies will hereafter contain a clause inviting offer of discount in the following language:

"A discount of will be allowed for payment within days after receipt of goods."

Where forms are not used prospective bidders will be specifically requested to quote discounts in naming their prices.

Bureaus will adopt a procedure which will assure the vouchering, examination, and payment within the prescribed term of all bills subject to prompt payment discount. Monthly reports in writing fully explaining each instance in which an offered discount was not realized on an account paid during the month will be prepared in duplicate by the head of each bureau accounting office, one copy being submitted to the Bureau chief and the other copy forwarded to the Office of the Secretary.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

February 14, 1924.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

Colonel Carmichael called in this morning on his way to a near-by location and looked over the proposed Secretary's memorandum on "Discounts on Purchases to be Realized Wherever Practicable." He suggested one change only. It would be better, he thought, to make the form provide for 3 specific terms- 10, 20 and 30 days. This would make the formula read: "A discount of will be allowed for payment within 10 days, 20 days, 30 days after receipt of goods (Cancel periods not used)."

Otherwise the memorandum seemed to him quite satisfactory.

Very truly yours,

L. R. Robbins

R M

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

February 16, 1924.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

A day or two ago you asked me to submit to Col. Carmichael for consideration the attached draft of a proposed Memorandum on discounts. It met with his entire approval, except that he thought it would be better if the discount formula were made to read:

> "A discount of will be allowed for payment within 10 days, 20 days, 30 days after receipt of goods (Cancel periods not used)."

It is the thought of both Mr. Kelleter and myself, however, that the formula as it appears in our own draft is preferable, as being less cumbersome and less restrictive. Our phraseology is now employed on all proposals sent out by Mr. Kelleter and it has been his experience that the dealers fill in the discount periods ordinarily allowed in their own particular line of business. Mr. Kelleter feels rather strongly that our form should be the one adopted. If this is acceptable to you, I think the memorandum is ready for signature and issue.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 14, 1924.

MEMORANDUM NO. 472

Amendment to the Fiscal Regulations

Paragraph 79 of the Fiscal Regulations is hereby amended to read as follows:

> Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable articles.

Henry C. Wallace

Secretary.

mal

March 6, 1924.

PAYMENT OF DOMESTIC POSTAGE.- Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable or fragile articles.

New matter underscored _____.

PAYMENT OF DOMESTIC POSTAGE.- Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable or fragile articles.

New matter underscored _____.

March 8, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

I hand you herewith draft of a proposed memorandum for signature of the Secretary amending paragraph 79 of the Fiscal Regulations pertaining to payment of parcel post insurance by the Government. The purpose of this amendment is to make the Department regulations conform as near as possible to the Comptroller's recent decision authorizing the payment of insurance fees on official parcel post matter weighing in excess of 4 pounds.

The Committee on Finance and Business Methods has carefully considered the proposed memorandum and recommends its approval. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

Chairman, Advisory Committee
on Finance and Business Methods.

Encls.

MEMORANDUM NO.

Amendment to the Fiscal Regulations

Paragraph 79 of the Fiscal Regulations is hereby amended to read as follows:

> Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable or fragile articles.

Secretary.

Exhibit 3A.

Amendment to the Final Regulations

Paragraph 77 of the Final Regulations is hereby amended to read as follows:

Purposes of domestic postage will be allowed (a) for registration by the final force of official matter of the Department, except as provided in paragraph 78; (b) for special delivery stamps when inscribed delivery of official correspondence is necessary; (c) for simply to envelopes from which it is necessary to omit the designation of "official mail" in order to avoid disclosing the purpose of the communication inclosed therein; and (d) for return-post notice (penny single card) mailed from Washington, relating to issues of a penny, including notifications involves on the same subject or fragile articles.

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

Mar. 1, 1924, 192

Dear Mr. Williams:

Will you please examine the proposed amendment to paragraph 79 of the Fiscal Regulations contained in the attached draft of proposed memorandum for the Secretary's signature, and if you find same to be legal and it meets with your approval, will you kindly initial the memorandum, returning all papers to me.

Prompt consideration will be appreciated.

Respectfully,

R. Bonyone

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

February 27, 1924.

MEMORANDUM FOR CHAIRMAN,
COMMITTEE ON FINANCE AND BUSINESS METHODS.

Dear Mr. Zappone:

At the suggestion of Mr. Loving, Mr. Robbins has prepared the attached draft of a proposed amendment to paragraph 79 of the Fiscal Regulations so as to bring same into conformity with the Comptroller General's recent decision (III, 391)authorizing payment of insurance fees on official parcel post matter weighing in excess of 4 pounds. It is suggested that this draft receive the early attention of our committee with the view of sending same forward to the Secretary for consideration and signature.

Very truly yours,

Alex. McC. Ashley

Chief Inspector.

Enc.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

February 26, 1924.

Dear Mr. Ashley:

Mr. Loving phoned Mr. Ward this morning and in Mr. Ward's absence stated to me that his object in calling was to ask whether there was to be amendment of the fiscal regulations on account of the decision in 3 Comp. Dec. 391. The decision holds that the Government may pay parcel post insurance.

If it is desired to carry out Mr. Loving's suggestion, I offer the following draft for consideration.

Yours,

L. R. Robbins

R M

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 26, 1924.

MEMORANDUM NO.

Payment of Domestic Postage.

(Amending Paragraph 79, Fiscal Regulations).

Paragraph 79 of the Fiscal Regulations is hereby amended to read as follows:

> Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable or fragile articles.

Secretary.

[illegible]

[illegible] 26, 1934.

[illegible] 26.

[illegible] of foreign postage.

(Amending [illegible] 32, [illegible] regulations).

[illegible] 32 of the general regulations is hereby amended to read as follows:

[illegible] of domestic postage will be collected (a) on [illegible] free of official matter of the department, except as provided in paragraph 38; (b) for [illegible] delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication involved therein; and (d) for parcel-post packages (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post [illegible] packages.

[illegible] necessary.

February 26, 1924.

MEMORANDUM NO.

Payment of Domestic Postage.

(Amending Paragraph 79, Fiscal Regulations).

Paragraph 79 of the Fiscal Regulations is hereby amended to read as follows:

> Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable or fragile articles.

R M

Secretary.

COMPTROLLER GENERAL OF THE UNITED STATES

Washington

December 20, 1923.

A.D. 8015.

The Honorable

The Secretary of the Interior.

Sir:

I have your letter of November 15, 1923, requesting decision whether insurance may be paid on parcel post shipments of Government material and charged to the appropriation for payment of freight, express or other transportation.

You cite Bulletin No 7, Supplement No. 17 of the Chief Coordinator's Office, dated May 15, 1923, instructing Government departments and establishments to use the parcel post as a method of transportation when the weight of the shipment does not exceed the weight established for parcel post service.

The question of insurance was not considered in the bulletin in any manner. It is understood that some departments have been purchasing and affixing insurance stamps and charging the expenditure as postage.

[illegible]

[illegible]

[illegible]

The Honorable

[illegible] of the Interior,

Sir:

I have your letter of November 13, 1958, requesting legislation authorizing Interior to sell or lease land within wildernesses of Government ownership that should be kept as wilderness for purposes of recreation, scenic or other wilderness values.

The rule adopted by 9, dependent 30, 37 of the Solicitor Hundahorst's Office, dated Dec 3, 1958, in construing provisions of Government and conditions in the general grant to a number of homesteaders when the valid of the adjacent area for water the weight authorized for general grant purposes.

The opinion of Interior was not accomplished in the building in any manner. It is unfortunate that some information from open prospecting and affecting Interior [illegible] and according the conditions as [illegible].

The act of May 18, 1916, 39 Stat., 162, requires collection of postage on official mail weighing in excess of four pounds, with certain exceptions. It has been the rule that postage required to be paid by Government departments on official mail is a proper charge against the appropriation for express or transportation in the absence of an express appropriation covering postage. 19 Comp. Dec., 479; 24 id., 111.

The act of August 24, 1918, 37 Stat., 558, provides as follows:

"The Postmaster General shall make provision by regulation for the indemnification of shippers, for shipment injured or lost, by insurance or otherwise, and, when desired, for the collection on delivery of the postage and price of the article shipped, fixing such charges as may be necessary to pay the cost of such additional service."

Pursuant to this authority, the Postmaster General issued the following regulations applicable to fourth class mail which includes parcel post service (Order No. 3920, dated February 24, 1920):

"Section 488, paragraph 2 of the Postal laws and Regulations is amended to read as follows:

"2. Fourth class mail shall not be registered, but may be insured against injury or loss in an amount equivalent to its value, <u>including the postage paid thereon (exclusive of insurance fee) in case of outright loss</u>, but not to exceed $5.00 in any one case, on payment of a fee of three cents; not to exceed $25.00 on payment of a fee of five cents; not to exceed $50.00 on payment of a fee of ten cents, or not to exceed $100.00 on payment of a fee of twenty-five cents, in addition to the postage, both to be prepaid by stamps affixed; but indemnity will not be allowed in cases of such mail addressed to the Philippine Islands, unless the injury or loss occurred in the postal service of the United States."

Decision of May 14, 1934, 73 Phil., 547, requires collection of postage on official mail matter in excess of four pounds, with certain exceptions. It has been the rule that postage required to be paid by government departments on official mail is a proper charge against the appropriation for expenses or transportation in the absence of an express appropriation covering postage. 13 Comp. Dec., 679; 14 Id., 113.

The act of August 21, 1935, 49 Stat., 659, provides as follows:

"The Postmaster General shall, upon requisition by regulations for the information of Congress, the official mail or lots, by franchise or otherwise, and, when diluted, for the enforcement of laws, the penalties and prior of the article mailing. Postal rates charges as may be necessary to cover the cost of such additional service."

Pursuant to this authority, the Postmaster General issued the following regulations applicable to foreign class and other included parcel post service (Letter No. 2017, dated February 24, 1936):

"Section 4(a), paragraph 2 of the Postal Law and Regulations is amended to read as follows:

"2. Parcel post matter will not be transported, but may be returned postage paid or lost in an amount equivalent to its value, including the postage that would have been required if transported and the cost of handling and return. In any one case, or payment of a tax of four cents; but to exceed $10.00 or payment of a tax of five cents; not to exceed $20.00 or payment of a tax of six cents; not to exceed $50.00 or payment of a tax of seven-fifty cents. In addition to the payment of a tax of twenty-fifty cents. In addition to the payment, parcels to be prepaid by single official, but indemnity will not be allowed in case of such mailings to the Philippine Islands, unless the claim is made through the Postal service of the United States."

A compliance with the order of the Chief Coordinator in shipments of Government material weighing in excess of four pounds, which may not be registered under this order of the Postmaster General, has resulted in a condition whereby there has been removed the usual protection and indemnity against loss and the assurance of safe delivery afforded by express shipments, unless the word "shippers" in act of August 24, 1912, may be construed as including the Government, authorizing insurance on its shipments by parcel post.

Insurance on Government property has had frequent consideration and a settled policy formulated that the Government would not insure its property. Parcel post insurance, however, is not of that general class, but may be considered here as an additional service performed by one branch of the Government, the Post Office Department, for the other branches of the Government. It is also disinguished from insurance on other property of the Government on the basis of the greatly increased handling through the parcel post, involving the human element and the wide area over which the property must be transported, all of which increases the hazard and justifies a different reasoning in determining the necessity for insurance.

This additional service calls for a registration, a more careful handling insuring safe delivery in a greater percentage of shipments, and indemnity against loss or theft. Accordingly, with the exception of the payment of postage by the sender and payment of indemnity by the Post Office Department in case of loss, insurance of fourth class matter in excess of four pounds would correspond to the registration now authorized on official mail of the first class sent under the penalty privilege for which no registration fee is charged. There appears to be no additional service now authorized either under the registration system or the insurance service for official mail of the fourth class weighing four pounds or less mailed under the penalty privilege.

It is recognized, of course, that payment of indemnity by the Post Office Department to other branches of the Government is merely transferring funds of the Government from one account to another, but as Congress has expressed an intention to increase the revenues of the Post Office Department at the expense of appropriations for other departments by the requirement to pay postage on certain official mail in excess of four pounds, I am of the opinion that such mail is entitled to all the additional service in handling afforded private mail requiring postage, and entitled to be insured in the same manner. In other words, the necessity to pay postage under the statute carries with it right to insurance with all the perrequisites attached thereto. Cost for the additional service represented by insurance stamps to be affixed by the sender constitues a proper charge against appropriations for express or other transportation, the service rendered being assentially one of toansportation. 21 Comp. Dec. 308; 1 Comp. Gen. 21.

Respectfully,

(Signed) - J. C. McCarl,

Comptroller General.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

March 8, 1924-

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

I hand you herewith draft of a proposed memorandum for signature of the Secretary amending paragraph 79 of the Fiscal Regulations pertaining to payment of parcel post insurance by the Government. The purpose of this amendment is to make the Department regulations conform as near as possible to the Comptroller's recent decision authorizing the payment of insurance fees on official parcel post matter weighing in excess of 4 pounds.

The Committee on Finance and Business Methods has carefully considered the proposed memorandum and recommends its approval. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A. Jappone

Chairman, Advisory Committee
on Finance and Business Methods.

Encls.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1924.

MEMORANDUM NO. 473

Coordination.

In order to provide for further coordination between departments in connection with activities not specifically covered by the field of the various coordinating agencies already established in connection with the Budget Bureau, such as the Federal Traffic Board, the Federal Purchasing Board, Conference on Printing, and similar agencies and committees, and to provide a general representative in connection with the coordinating agencies, the Chief Coordinator has called upon the head of each department to designate a general contact representative for coordination. W. A. Jump, Administrative Assistant and Budget Officer, has been designated to act in this capacity for the Department of Agriculture.

The contact representative will receive requests from the Coordinator and coordinating boards and from other departments and see that they are placed in the proper hands for settlement in this Department. Representatives of the Department of Agriculture on the various coordinating boards and committees will keep in close touch with the Department contact representative who should be consulted with reference to action proposed to be taken which will affect the Department of Agriculture. When requests of other than routine importance are received directly from the coordinating agencies for information concerning activities of the Department of Agriculture a report of the matter, including a copy of the data furnished, if in written form, should be sent promptly to the contact representative in the Office of the Secretary.

A list of the officers of other Departments designated to act as contact representatives for the coordinating agencies is attached for the information of members of this Department.

Henry C. Wallace

Secretary.

Enclosure.

In order to provide for further coordination between departments in connection with activities not specifically covered by the field of the various coordinating agencies already established in connection with the Bureau of Budget, such as the Federal Traffic Board, the Federal Purchasing Board, Conference on Printing, and

Negotiative in connection with the coordinating committee, the Chief Coordinator be called upon the head of each department to designate a special contact representative for coordination. A. A. Jones, Administrative Assistant and Budget Officer, has been designated to act in this capacity for the Department of Agriculture.

The contact representative will receive requests from the Coordinator and coordinating boards and from other departments and see that they are placed in the proper hands for settlement in this department. Representatives of the Department of Agriculture on the various coordinating boards and committees will keep in close

touch with reference to action proposed to be taken which will affect the Department of Agriculture. When requests of other than routine importance are received directly from the coordinating agencies for information concerning activities of the Department of Agriculture a report of the matter, including a copy of the data furnished, if in written form, should be sent promptly to the contact representative in the Office of the Secretary.

A list of the officers of other Departments designated to act as contact representatives for the coordinating agencies is

Copy

OFFICE OF THE CHIEF COORDINATOR
WASHINGTON

January 28, 1924.

DEPARTMENTAL CONTACT OFFICERS

Establishment	Name	Exchange	Branch	Address
Treasury	Mr. F. A. Birgfeld	Treasury	1	Rm. 178 Treasury Bldg.
War	Col. J. P. McAdams	War-Navy	1961	" 343 S. W. & N. "
Justice	Mr. J. B. Reynolds	Justice	12	" 111 Dept. Justice
Post Office	Mr. Chas. F. Trotter	Post Off.	109	" 533 Post Office
Interior	Mr. John Harvey	Interior	4	" 6121 Interior Bldg.
Agriculture	Mr. W. A. Jump	Agriculture	2	Main Bldg., Agric.
Commerce	Mr. Kenneth Macpherson	- Commerce	4	Rm. 711 Commerce Bldg.
Labor	Mr. S. J. Gompers	Labor	28	" 908 Dept. of Labor
U.S.Ship.Bd.	Maj. Samuel Goodacre	War-Navy	1577	" 2065 New Navy Bldg.
Vet. Bureau	Maj. Emil Walter	Vet. Bu.	367	" 736 Arlington "

The following establishments have not yet designated Contact Officers, but the individuals named below are in a position to furnish information that would come within the scope of a Contact Officer:

Navy	Capt. W. R. Sexton	War-Navy	515	Rm. 2704 New Navy Bldg.
State	Mr. H. C. Hengstler	State	178	" 113 S.W. & N. "
Interstate Com.	- Mr.T. Leo Haden	Inter-State	40	" 206 Interstate Commerc

OFFICE OF THE CHIEF COMPTROLLER
Washington

January 18, 1934.

MEMORANDUM FOR CONTACT OFFICERS

Establishment	Name	Department	Bureau	Address
Treasury	Mr. F. A. Birgfeld	Treasury	I	Ma. 178 Treasury Bldg.
War	Col. J. M. Madden	War-Navy	1951	" 3A2 S. W. & M. "
Justice	Mr. J. B. Reynolds	Justice	15	" 111 Dept. Justice
Post Office	Mr. Chas. S. Trotter	Post Off.	109	" 833 Post Office
Interior	Mr. John Harvey	Interior	4	" 6121 Interior Bldg.
Agriculture	Mr. H. A. Wamp	Agriculture	3	Main Bldg., Agric.
Commerce	Mr. Kenneth Humphreson -	Commerce	4	Ma. 711 Commerce Bldg.
Labor	Mr. J. S. Compere	Labor	32	" 308 Dept. of Labor
C.G. Ship.Bd.	Maj. Hamel Goodwere	War-Navy	1177	" 3065 New Navy Bldg.
Vet. Bureau	Maj. Emil Walter	Vet. Bu.	367	" 726 Arlington "

The following establishments have not yet designated Contact Officers, but the individuals named below are in a position to furnish information that would come within the scope of a Contact Officer:

Navy	Capt. F. C. Dexter	War-Navy	315	Ma. 2704 New Navy Bldg.
State	Mr. H. L. Lamphier	State	176	" 113 "W. & M."
Interstate Com.	- Mr. T. Leo Haden	Inter-State	40	" 306 Interstate Commerce

Goat Meat.	Pork.	Total.	Be
	Lard 4339	4586	
	do 3975	4285	
	8314	8871	
93	Lard 296430	919968	Shrink
	400533		
72	Lard 136781.		
	Inedible 419		
	72667	265314	
	Lard 8314	8871	
	[illegible]	1194153	10

OFFICE OF
THE SECRETARY OF AGRICULTURE

February 28, 1924.

Mr. Spencer:

Will you please phone to Major Bevan, Executive for the Chief Co-ordinator, Veterans' Bureau (Telephone Exchange Branch 352) and, with reference to the attached list, ask him for my information whether contact officers have been officially designated yet for the Navy, State, and Interstate Commerce Commission. If so, please get their names and dope to make this list complete. By reference to the list you will note how these three have been treated.

WCW

Not yet designated. The three indicated here are still serving temporarily.

S

OFFICE OF THE CHIEF COORDINATOR
WASHINGTON

January 28, 1934.

DEPARTMENTAL CONTACT OFFICERS

Establishment	Name	Exchange	Branch	Address
Treasury	Mr. F. A. Birgfeld	Treasury	1	Rm. 176 Treasury Bldg.
War	Col. J. P. Meadams	War-Navy	1961	" 343 S. W. & N "
Justice	Mr. J. B. Reynolds	Justice	17	" 111 Dept. Justice
Post Office	Mr. Chas. F. Trotter	Post Off.	109	" 533 Post Office
Interior	Mr. John Harvey	Interior	4	" 6121 Interior Bldg.
Agriculture	Mr. W. A. Jump	Agriculture	2	Main Bldg., Agric.
Commerce	Mr. Kenneth Kempherson	Commerce	4	" 711 Commerce Bldg.
Labor	Mr. S. J. Gompers	Labor	28	" 900 Dept. of Labor
U.S.Ship. Bd.	Maj. Samuel Goodacre	War-Navy	1577	" 2063 New Navy Bldg.
Vet. Bureau	Maj. Emil Salter	Vet. Bu.	367	" 736 Arlington Bldg.

The following establishments have not yet designated Contact Officers, but the individuals named below are in a position to furnish information that would come within the scope of a Contact Officer:

Navy	Capt. W. H. Sexton	War-Navy	515	Rm. 2704 New Navy Bldg.
State	Mr. H. G. Hengstler	State	178	115 S. W. & N. "
Interstate Com.	Mr. L. Leo Haden	Inter-State	40	" 206 Interstate Commerce.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 8, 1923

Colonel H. C. Smither,

Chief Coordinator for General Supply.

Dear Colonel Smither:

Referring to the visit to this office recently of your deputy, Colonel Powers, I hereby designate Mr. W. A. Jump, who is attached to this office, to act for the present as the general representative of this Department in matters between the Department and your office. It may prove, as matters develop, that these contacts, by reason of the character of the business transacted, can be handled more advantageously by the Director of Purchase and Sales here, in which event a change can be made accordingly.

Sincerely yours,

Secretary's File Room

(Signed)

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF THE CHIEF COORDINATOR
WASHINGTON

Office of the Chief Coordinator January 26, 1924.

217 Arlington Building. Washington

	Tel. - Ext. Bu. Exchange Branch
Chief Coordinator - Col. H. C. Smither	352
Executive ------- Maj. W. F. Bevan	352
Deputy Chief Coordinator - Col. T. J. Powers	352
(Will act as Chief Coordinator in absence of Col. Smither; Vice Chairman, Federal Real Estate Board)	
Assistant - Comdr. C. W. Cairnes	213
Real Estate Federal Business Associations Miscellaneous	
Special Asst. to Chief Coordinator - Col. H. L. Carmichael . .	438
1st SECTION	
Asst. Chief Coordinator in Charge - Capt. H. P. Perrill. . . .	922
Communications Port Activities Frontier and Coast Line Services	
2nd SECTION	
Asst. Chief Coordinator in Charge - Col. F. L. Wells	922
Collection of information Compilations (including semi-annual report) Research Historical work	
3rd SECTION	
Asst. Chief Coordinator in Charge - Lt. Comdr. R. H. Johnston	395
Economic plans Purchase Traffic Point of contact bet. Fed. Purchasing Bd. and this office " " " " " Traffic " " " " " " " " " Specifications" " " "	
4th SECTION	
Asst. Chief Coordinator in Charge - Maj. J. C. Smith	921
Assistant - Lieut. J. J. Timmons	305
Statistical group Liquidation (including clearances and transfers) Motor transport Point of contact bet. Fed. Liquidation Bd. and this office Miscellaneous.	

Office of the Chief Coordinator
Washington

January 28, 1924.

MEMORANDUM FOR MR. W. A. JUMP,
DEPARTMENT OF AGRICULTURE:

Subject: Federal Business Associations, etc.

Pursuant to the suggestion made at the meeting of the Departmental Contact Officers on January 25, 1924, the following are transmitted herewith:

(a) A list of cities in which Federal Business Associations have been organized, with the names and addresses of the Area Coordinators through whom any correspondence with these Associations should be routed.

(b) A list of officers attached to the Chief Coordinator's Office, showing the usual distribution of work therein.

(c) A list of Departmental Contact Officers.

H. C. Smither

H. C. Smither,
Chief Coordinator.

F

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 27, 1924.

MEMORANDUM NO. 474

Memorandum No. 448 of August 28, 1923, is hereby amended as follows:

Mr. Hugh T. O'Neale is designated Chairman, Board of Survey, vice Mr. B. H. Dutrow, deceased. Other members of the Board are C. C. Wilson and H. A. Nelson. Mr. O'Neale will also handle the sale of all perishable products as heretofore handled by Mr. Dutrow.

Henry C. Wallace
Secretary.

MEMORANDUM NO _____

Memorandum No. 448 of August 28, 1923, is hereby amended as follows:

Mr. Hugh T. O'Neale is designated Chairman, Board of Survey, vice Mr. B. H. Dutrow, deceased. Mr. O'Neale will handle the sale of all perishable products as heretofore handled by Mr. Dutrow.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 28, 1924.

MEMORANDUM No. 475

Amendments to the Fiscal Regulations.

The preamble of Paragraph 90, and Sections (b) and (c) of the same paragraph of the Fiscal Regulations of the Department are hereby amended to read as follows:

90. TRANSPORTATION OF EFFECTS, ETC., OF OFFICERS AND EMPLOYEES.

An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions from the chief of the bureau in which he serves, be allowed usual packing and crating of household goods and other articles of personal property, and freight and drayage charges for the transfer between such stations of household goods and domestic live stock. Personal property, including an automobile or motorcycle may also be transferred at Government expense when such property will actually be used in official work at the new official station: Provided, however, That an employee will not be deprived of any allowance herein authorized through the selection of residence in a suburb of his official station. All shipments of freight shall be made in accordance with the provisions of paragraph 90 (b). Express shipments may be made of articles of a perishable nature and articles of household goods and personal effects required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding, and kitchen utensils, but not including furniture and jewelry: Provided, That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments of household goods and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage, and as excess baggage when the excess weight does not exceed 200 pounds. Shipments as excess baggage should be released at the lowest valuation applicable.

(b) Under the provisions of paragraphs 90 and 90 (a) shipments, if by freight, must be made on department bills of lading,

prepared in accordance with paragraph 86, released to the lowest valuation applicable to the classes of articles transported. The employee to whom such department bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight.

(c) When an employee is transferred, together with his household goods and personal effects used in official work, from one official station to another he may, with the approval of the chief of his bureau, perform said travel in his personally-owned automobile and be reimbursed therefor, to the extent that the actual mileage between the stations, and per diem in lieu of subsistence for the actual number of days consumed in travel by this means, exclusive of days or parts of days for which annual leave is taken, do not exceed the cost of said travel by rail, including per diem and railroad and pullman fares, and the expense to the Government of shipping by freight his personally-owned automobile if the transfer thereof at Government expense is authorized by Par. 90.

Henry Wallace

Secretary.

90. TRANSPORTATION OF EFFECTS, ETC., OF OFFICERS AND EMPLOYEES.- An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions ((of)) from the chief of the bureau in which he serves, be allowed usual packing ((,)) and crating ((,)) of household goods and other articles of personal property, and freight ((,)) and drayage charges for the transfer ((of his effects and personal property used in official work between such official stations. Effects will not be transferred at Government expense from or to any point other than an official station of the employee transferred:)) between such stations of household goods and domestic live stock. Personal property, including an automobile or motorcycle may also be transferred at Government expense when such property will actually be used in official work at the new official station: Provided, however, That an employee will not be deprived of any allowance herein authorized through the selection of residence in a suburb of his official station. All ((such)) shipments (((by))) of freight shall be made in accordance with the provisions of paragraph 90 (b). Express shipments may be made of articles of a perishable nature and articles of household ((equipment)) goods and personal effects required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding, and kitchen utensils, but not including furniture and jewelry: Provided, That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments of ((effects)) household goods and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage, and as excess baggage when the excess weight does not exceed 200 pounds. Shipments as excess baggage should be released at the lowest valuation applicable.

(b) Under the provisions of paragraphs 90 and 90 (a) shipments, if by freight, must be made on Department bills of lading, prepared in accordance with paragraph 86, released to the lowest valuation applicable to ((household goods shipments)) the classes of articles transported. The employee to whom such department bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. (((Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station.))) Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight.

(c) When an employee is transferred, together with his household goods and personal effects used in official work, from one official station to another he may, with the approval of the chief of his bureau, perform said travel in his personally-owned automobile and be reimbursed therefor, ((provided the mileage, salary,)) to the extent that the actual mileage between the stations, and per diem in lieu of subsistence for the actual number of days consumed in

travel by this means, exclusive of days or parts of days for which annual leave is taken, do not exceed the cost of said travel by rail, including ((salary,)) per diem and railroad and pullman fares, and the expense to the Government of shipping ((said automobile)) by freight his personally-owned automobile if the transfer thereof at Government expense is authorized by Par. 90. ((An itemized statement showing what the cost of transportation would have been by rail must accompany each account of this character.))

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

March 22, 1924.

DUPLICATE

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

I hand you herewith draft of a proposed memorandum for signature of the Secretary amending paragraph 90 of the Fiscal Regulations pertaining to shipments of household goods and personal property of employees transferred from one official station to another for permanent duty. The purpose of this amendment is to make the Department regulations conform as near as possible to a decision of the Comptroller to the Secretary dated May 14, 1923. The principal change in the regulation is to clearly indicate that automobiles and motorcycles may only be transferred at Government expense when they are actually used in official work. In the past it has been the practice to transfer such vehicles at Government expense on the theory that they are used in official work the same as household goods and other personal effects. Other minor changes have been made for the purpose of simplifying procedure and clarifying the regulations.

The Advisory Committee on Finance and Business Methods has carefully considered the proposed memorandum and recommends its approval. It has been passed upon by the Solicitor of the Department and bears his initials.

I might add that this is a duplicate of my memorandum to you of October 30, which was subsequently lost or misplaced, and at your suggestion I am renewing the recommendation of the Committee.

Very respectfully,

R. Appleyard

Chairman, Advisory Committee on
Finance and Business Methods.

Enclosure.

Fo

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 4, 1924.

MEMORANDUM NO. 476.

1924 Yearbook.

Mr. F. M. Russell, of the Office of the Secretary, is hereby designated Executive Secretary of the 1924 Yearbook Committee. Matters pertaining to the 1924 Yearbook accordingly should be taken up with Mr. Russell.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

4/16/24.

MEMORANDUM NO. 422.

Amendment to the Fiscal Regulations

Paragraph 3 of the Fiscal Regulations of the Department is hereby amended to read as follows:

3. SPECIFIC AUTHORIZATION BY SECRETARY.- The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in Canada or Mexico when incident to travel between points in the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the department; and (e) advertisements, notices, or proposals in newspapers other than those mentioned in Paragraph 2(c).

Henry A. Wallace

Secretary.

3. SPECIFIC AUTHORIZATIONS BY SECRETARY.- The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in Canada or Mexico when incident to travel between points in the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the department; (e) [the purchase of passenger-carrying motor-driven vehicles when authorized by law;] and [(f)] advertisements, notices, or proposals in newspapers other than those mentioned in paragraph 2 (c).

Omitted matter in brackets [ ]

New matter underscored _____

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

RECEIVED APR - 1 1924

April 2, 1924.

S

Pls let me see the amendment undersoned

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Attention has just been called to the fact that although paragraph 64 of the Fiscal Regulations, as amended November 26, 1923, makes it necessary to secure the specific authority of the Director of Purchases and Sales prior to the purchase of passenger-carrying motor-driven vehicles, the provision under paragraph 3 that in such transactions specific authorization by the Secretary must issue has not been eliminated.

The Committee on Finance and Business Methods has therefore prepared a memorandum which is attached, eliminating subsection (e) of paragraph 3, and recommends its approval and dissemination. The Solicitor has passed upon the revised amendment and bears his approval.

Very respectfully,

A Zappone
Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

MEMORANDUM

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

DIRECTOR OF PURCHASES & SALES

Washington, D. C., April 11, 1924, *192*

MEMORANDUM FOR MR. JULL.

The purpose of the proposed change in Paragraph 3 of the Fiscal Regulations is to correct the language and bring the indicated procedure in harmony throughout the Fiscal Regulations.

Purchases are generally limited to Fords. Because of the low unit cost the number of vehicles put in use is larger than if higher price cars are purchased. Exception in favor of Dodge, Buick or similar types made in special instances where character of use makes it essential to have a higher type.

Also encouraging use of light delivery truck type as against passenger carrying, particularly where principal service is the transportation of equipment, samples, etc.

OKwal

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 17, 1924.

MEMORANDUM NO. 478.

Amendment to the Fiscal Regulations.

Paragraph 33(r) of the Fiscal Regulations of the Department is hereby amended to read as follows:

33(r) Whenever, for any reason, actual expenses allowed under these regulations as incidental to travel, such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to and should claim reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proportion of such expense when accommodations are shared by a larger number of persons. All joint expenses must be paid for in cash and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See sample account for travel under actual expenses including joint items.)

Henry C. Wallace
Secretary.

33(r) Whenever, for any reason, actual expenses allowed under these regulations as incidental to travel, such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to and should claim reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proporation of such expense when accomodations are shared by a larger number of persons. All joint expenses must be paid for in cash [, and the account must clearly show the number of persons sharing in the joint expenses.] and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See samole account for travel under actual expenses including joint items.)

Omitted matter in brackets [ ]

New matter underscored. _____

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

April 12, 1924.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has carefully considered the attached papers from the Forest Service in connection with the submission and reimbursement of expenses incurred when an employee of the Department is accompanied by a member of his family on an official trip. The Committee appreciates the fact that Fiscal Regulation No. 33(r) is not as clear as it might be and therefore recommends that the regulation be slightly amended to give instructions so clear and specific that any employee who wishes to follow them carefully will have no trouble in determining how he should handle his records and submit his account. To accomplish this a draft of the proposed amendment is enclosed, with the recommendation that same be approved by the Secretary and promulgated.

The matter has been submitted to the Solicitor and it meets with his approval.

Respectfully,

N Gappone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

(30)

APR 4 - 1924

Mr. A. Zappone,
Chairman, Advisory Committee on
Finance & Business Methods.

Dear Mr. Zappone:

In accordance with your request, I have considered the proposed amendment of Paragraph 33 (r), of the Fiscal Regulations. The reason for making the amendment is, as I gather from the memorandum of the Acting Forester, to modify the regulation so as to make the language more specific in order that the employees of the Department will understand just what is required in submitting reimbursement accounts involving joint travel. I am doubtful whether the proposed amendment accomplishes this purpose. I, therefore, suggest that beginning at "subvouchers" on the eleventh line, the language be eliminated and the following inserted in lieu thereof:

> "All joint expenses must be paid for in cash and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See ~~page 38 for~~ sample form of account for travel including joint items).

I also suggest that a sample form for a joint account be prepared and printed on page 38 of the Fiscal Regulations opposite the sample form for travel under per diem allowance. As a matter of fact, I judge the sample form will be of more use to the traveler than the language. With the amended language and the sample form, no difficulty should be experienced henceforth in the submission of travel reimbursement involving joint accounts.

Very truly yours,

W. M. Williams

Solicitor.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

O
Finance

WASHINGTON

March 11, 1924

MEMORANDUM FOR MR. ZAPPONE

Dear Mr. Zappone:

The Forest Service has experienced and is continuing to experience difficulties in connection with submission and reimbursement of expenses incurred when a member of the Service is accompanied by a member of his family on an official trip.

Several steps are under consideration as means of clearing up this difficulty. One of these includes the modification of the language in Regulation 33 (r) to make the instructions more specific, more easily followed and more useful in defining just what constitutes fiscal irregularities.

Forest Supervisor Watts, a very conscientious man, from one of our Idaho National Forests was in Washington this winter for the purpose of grading the Ranger examination papers. He has known of the difficulties which have arisen over the submission of official expenses incurred when a member of the Service is accompanied by a member of his family. Mr. Watts was accompanied by his wife during his detail in Washington. After his return West he felt so uncertain about the exact procedure he should follow in submitting his account covering his return West that he forwarded all data to a member of the office here with the request that the account be prepared for him.

This illustrates the situation which we should like to see cleared up by an amendment to the present Regulation which will give instructions so clear and specific that any man who wishes to follow them carefully will have no trouble in determining how he should handle his records and submit his account.

In the following parallel columns I have shown the last sentence in the present Regulation and the substitute which we wish to recommend. The substitute proposed is in the right-hand column:

Mr. Zappone.

All joint expenses must be paid for in cash, and the account must clearly show the number of persons sharing in the joint expenses.

All joint expenses must be paid for in cash; subvouchers, when required, must be taken for the full amount paid; in the case of items not requiring subvouchers the total or combined expenditures will be clearly shown on the reimbursement voucher. Such accounts must indicate the number of persons sharing in the joint expenses.

Very sincerely yours,

Will C. Barnes

Acting Forester.

Also change earlier matter in paragraph by inserting, after the words "the employee in matter to," the words "and should claim

Mr Lathrop

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8--4819

April 14, 1924.

Mr. Williams:

The Committee has approved your suggestions contained in your letter of April 4 concerning the proposed amendment to Par. 33(r) of the Fiscal Regulations, and has incorporated them in the revised draft as shown herewith. Will you be good enough to initial same and return to me as soon as possible.

Respectfully,

A. Gossman

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 19, 1924. File

MEMORANDUM NO. 479

Foreign Work.

Attention of all offices and employees is directed to the Executive Order of April 4, 1924 (No. 3987) as follows:

Executive Order.

The following regulations are hereby prescribed for the guidance of the representatives of the Government of the United States in foreign countries with a view to giving unified direction to their activities in behalf of the promotion and protection of the commercial and other interests of the United States, insuring effective cooperation, and encouraging economy in administration.

Whenever representatives of the Department of State and other Departments of the Government of the United States are stationed in the same city in a foreign country they will meet in conference at least fortnightly under such arrangements as may be made by the chief diplomatic officer or, at posts where there is no diplomatic officer, by the ranking consular or other officer.

It shall be the purpose of such conferences to secure a free interchange of all information bearing upon the promotion and protection of American interests.

It shall be the duty of all officers to furnish in the most expeditious manner, without further reference, all economic and trade information requested by the ranking officers in the service of other Departments of the Government assigned to the same territory; Provided, That where such compliance would be incompatible with the public interest or where the collection of such information requires research of such exhaustive character that the question of interference with regular duties arises, decision as to compliance shall be referred to the chief diplomatic officer or to his designated representative or, in the absence of such officers, to the supervising consular officer in the said jurisdiction. All failures to provide information requested as hereinbefore set forth shall be reported immediately by cable to the Departments having jurisdiction over the officers concerned.

With a view to eliminating unnecessary duplication of work officers in the same jurisdiction shall exchange at least fortnightly a complete inventory of all economic and trade reports in preparation or in contemplation.

Copies of all economic and trade reports prepared by consular or other foreign representatives shall be filed in the appropriate embassy or legation of the United States or, where no such office exists, in the consulate general and shall be available to the ranking foreign representatives of all Departments of the Government. Extra copies shall be supplied upon request by the officer making the report.

The customary channel of communication between consular officers and officers of other Departments in the foreign field shall be through the supervising consul general but in urgent cases or those involving minor transactions such communications may be made direct; Provided, That copies of all written communications thereof are simultaneously furnished to the consul general for his information. It shall be the duty of supervising consuls general to expedite intercommunication and exchange of material between the consular service and all other foreign representatives of the United States.

Upon the arrival of a representative of any Department of the Government of the United States in any foreign territory in which there is an embassy, legation or consulate general, for the purpose of special investigation, he shall at once notify the head of the diplomatic mission of his arrival and the purpose of his visit and it shall be the duty of said officer or of his designated representative, or in the absence of such officer, then the supervising consular officer, to notify, when not incompatible with the public interest, all other representatives of the Government of the United States in that territory of the arrival and the purpose of the visit, and to take such steps as may be appropriate to assist in the accomplishment of the object of the visit without needless duplication of work.

In all cases of collaboration, or where material supplied by one officer is utilized by another, full credit therefor shall be given.

CALVIN COOLIDGE

The White House,
April 4, 1924.

(In cutting stencil do not finish a page right at this point WAP)

Members of this Department will be governed by these regulations, a copy of which will be sent by chiefs of bureaus to each representative of this Department under their supervision at present in foreign countries. Hereafter chiefs of bureaus and offices will require employees going abroad on official business to thoroughly acquaint themselves with and be guided by these regulations.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 28, 1924.

MEMORANDUM 480.

Questionnaires, etc.

In order to provide for better coordination, questionnaires, circular letters, etc., to various groups, such as farmers, bankers, manufacturers, merchants, public officials, educational institutions, etc., requesting them to furnish information of various sorts desired by the Department hereafter shall be submitted for the approval of the Secretary prior to circulation. Such circulars should be sent out of course only where actually necessary.

Requests for approval should state the necessity for and purpose of the inquiry, should indicate how many are to be circularized and what groups, and should show that the information is not otherwise obtainable. A copy of the letter or questionnaire proposed to be sent out also should be enclosed.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 1, 1924.

MEMORANDUM NO. 481

Mechanical Shops under Chief Clerk.

Department Memorandum 153 which provides that the Mechanical Superintendent of the Department shall report directly to the Secretary is hereby revoked. The Mechanical Shops of the Department hereafter will be under the general supervision of the Chief Clerk of the Department and the Mechanical Superintendent, who will continue to have direct charge of the work, will report to the Chief Clerk.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 1, 1924.

MEMORANDUM NO. 481

Mechanical Shops under Chief Clerk.

Department Memorandum 153 which provides that the Mechanical Superintendent of the Department shall report directly to the Secretary is hereby revoked. The Mechanical Shops of the Department hereafter will be under the general supervision of the Chief Clerk of the Department and the Mechanical Superintendent, who will continue to have direct charge of the work, will report to the Chief Clerk.

Henry C. Wallace

Secretary.

April 29, 1924.

MEMORANDUM NO._____

MECHANICAL SUPERINTENDENT

Effective May 1, 1924, the Mechanical Superintendent will report to the Chief Clerk of the Department.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 3, 1924.

MEMORANDUM NO. 482.

Reimbursement for Property Lost or Damaged.

The Fiscal Regulations of this Department are hereby amended by inserting, after Paragraph 59, the following:

59.1.- Claims submitted under the act of December 28, 1922 (42 Stat. L., 1066), authorizing the heads of Government departments or establishments to determine claims not exceeding $1,000 on account of damage to or loss of private property through the negligence of officers or employees of the Government acting within the scope of their employment, shall be prepared for presentation in the following form:

The Secretary of Agriculture,
Washington, D. C. Date: _____

I present the following for consideration under the provisions of the act of December 28, 1922 (42 Stat. L., 1066):

CLAIM FOR _____ PRIVATE PROPERTY
(Insert "loss of" or "damage to")

1. Name and address of claimant:
2. Amount of claim:
3. Date of loss or damage:
4. Name of employee causing damage: Title:
5. Bureau, office, or service in which employed:
6. Location at which loss or damage occurred:
7. Description of property lost or damaged:
8. Use being made of property when loss or damage occurred:
9. Character of damage:
10. Full circumstances surrounding damage:
11. Liability of officer or employee.
12. Method by which value of lost property or amount of damage was established. (If appraisals, receipted bills, or other evidence is relied upon to establish value, the supporting papers should be marked exhibits and referred to in the statement under this heading.)
13. Names and addresses of witnesses of the accident or event resulting in the damage, or of the principal witnesses in case of a considerable number.

14. Was property insured? If so -

Amount
Name and address of insurance company

Insurance paid?
Application for insurance -
Filed?
Pending?
Rejected?
If no application filed, state reason.

Claimant's certificate: I certify that to the best of my knowledge the above is a correct statement of the circumstances surrounding the damage sustained by me, as set forth in the above claim; that the amount claimed is a fair measure of damage sustained and that I am not aware of any material fact contributing either directly or indirectly to the cause of said damage, which is not particularly set forth herein or in attached papers.

_____
Claimant.

Every claim should be plainly stamped with the date of its receipt and will be filed directly with the Secretary. After preliminary examination and such investigation as may be directed it will be referred to the bureau or office concerned for a report on the case which shall comprehend --

(a) Verification of the name and official title of employee whose negligence is alleged.

(b) Designation of the names and addresses so far as they can be ascertained of witnesses of the accident or event resulting in the damage or of the principal witnesses in case of a considerable number.

(c) Designation of the name and official title of the employee or employees who viewed the damaged property for the purpose of estimating the amount of the damages.

(d) Recommendation as to allowance, including statement whether employee whose negligence is alleged was acting within the scope of his employment.

(e) In case of affirmative recommendation statement whether the negligent employee has been subjected to disciplinary action of any kind or whether such action is contemplated; and in the negative event the reason for the omission.

The bureau will transmit claim and report to the Secretary's office whence the papers will pass to the Solicitor who will consider them and present to the Secretary his opinion on any legal question involved. After determination and adjustment the claim will be filed in the Secretary's office and notice of the action taken will issue to the interested bureau.

Henry C. Wallace

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

May 2, 1924.

Dear Mr. Jump:

In the attached proposed memorandum of procedure under the Act of December 28, 1922, we have made the changes suggested by Mr. Boyle of the Solicitor's Office and he has approved this final draft, which is now ready for signature and issue.

amco

First sheet.

Paragraph 11. Place period after "employee" and erase the rest.

At bottom add a paragraph numbered 13: Names and addresses of witnesses of the accident or event resulting in the damage, or of the principal witnesses in case of a considerable number.

Second sheet.

Change the number of paragraph 13 to 14.

Under (d), change period to comma and add: including statement whether employee whose negligence is alleged was acting within the scope of his employment.

er

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO._____

Reimbursement for Property Lost or Damaged.

The Fiscal Regulations of this Department are hereby amended by inserting, after paragraph 59, the following:

59.1.- Claims submitted under the act of December 28, 1922 (42 Stat. L., 1066), authorizing the heads of Government departments or establishments to determine claims not exceeding $1,000 on account of damage to or loss of private property through the negligence of officers or employees of the Government acting within the scope of their employment, shall be prepared for presentation in the following form:

The Secretary of Agriculture,
Washington, D. C. Date:_____

I present the following for consideration under the provisions of the act of December 28, 1922 (42 Stat. L., 1066):

CLAIM FOR _____ PRIVATE PROPERTY
(Insert "loss of" or "damage to")

1. Name and address of claimant:
2. Amount of claim:
3. Date of loss or damage:
4. Name of employee causing damage: Title:
5. Bureau, office, or service in which employed:
6. Location at which loss or damage occurred:
7. Description of property lost or damaged:
8. Use being made of property when loss or damage occurred:
9. Character of damage:
10. Full circumstances surrounding damage:
11. Liability of officer or employee, and showing that he acted within the scope of his employment:
12. Method by which value of lost property or amount of damages was established. (If appraisals, receipted bills, or other evidence is relied upon to establish value, the supporting papers should be marked exhibits and referred to in the statement under this heading.)

MEMORANDUM NO. _____

Reimbursement for Property Lost or Damaged.

The fiscal regulations of this Department are hereby amended by [illegible]:

29.1.- Claims submitted under the act of December 28, 1922 (42 Stat. L., 1066), authorizing the heads of Government departments or establishments to determine claims not exceeding $1,000 on account of damage to or loss of private property [illegible] officers or employees of the Government [illegible] acting within the scope of their employment, shall be prepared for presentation in the following form:

The Secretary of Agriculture,
Washington, D. C.

Date: _____

I present the following for consideration under the provisions of the act of December 28, 1922 (42 Stat. L., 1066):

OFFICIAL FORM _____ PRIVATE PROPERTY

[illegible]

1. [illegible]:
2. Amount of claim:
3. [illegible]
4. Name of employee causing damage: Title:
5. Bureau, office, or service in which employed:
6. Location at which loss or damage occurred:
7. Description of property lost or damaged:
8. Use being made of property when loss or damage occurred:
9. Character of damage:
10. [illegible]
11. Identity of officer or employee, and showing that he acted within the scope of his employment:
12. [illegible] or amount of damages [illegible] receipts bills, or other [illegible] (If repaired, [illegible] the [illegible] value, the [illegible] should be marked exhibits and referred to in the [illegible] under this heading.)

13. Was property insured? If so -

Amount
Name and address of insurance company
Insurance paid?
Application for insurance -
Filed?
Pending?
Rejected?
If no application filed, state reason.

Claimant's certificate: I certify that to the best of my knowledge the above is a correct statement of the circumstances surrounding the damage sustained by me, as set forth in the above claim; that the amount claimed is a fair measure of damage sustained and that I am not aware of any material fact contributing either directly or indirectly to the cause of said damage, which is not particularly set forth herein or in attached papers.

_____
Claimant.

Every claim should be plainly stamped with the date of its receipt and will be filed directly with the Secretary. After preliminary examination and such investigation as may be directed it will be referred to the bureau or office concerned for a report on the case which shall comprehend --

(a) Verification of the name and official title of employee whose negligence is alleged.

(b) Designation of the names and addresses so far as they can be ascertained of witnesses of the accident or event resulting in the damage or of the principal witnesses in case of a considerable number.

(c) Designation of the name and official title of the employee or employees who viewed the damaged property for the purpose of estimating the amount of the damages.

(d) Recommendation as to allowance.

(e) In case of affirmative recommendation statement whether the negligent employee has been subjected to disciplinary action of any kind or whether such action is contemplated; and in the negative event the reason for the omission.

The bureau will transmit claim and report to the Secretary's office whence the papers will pass to the Solicitor who will consider them and present to the Secretary his opinion on any legal question involved. After determination and adjustment the claim will be filed in the Secretary's Office and notice of the action taken will issue to the interested bureau.

Secretary.

Insurance owner?
Application for insurance -
Filed?
Pending?

Claimant's certificate: I certify that to the best of my knowledge the above is a correct statement of the insurance as surrounding the damage mentioned by me, as set forth in the above claim; that

I am not aware of any material fact contributing either directly or indirectly to the cause of said damage, which is not particularly set forth herein or in attached papers.

Claimant.

will be filed directly with the Secretary. After preliminary examination

(e) Verification of the name and official title of employee whose negligence is alleged.

be ascertained of witnesses of the accident or event resulting in the damage or of the principal witnesses in

(g) Information as to the cause and extent of the damage.

(h) Information as to [illegible]

(i) Information as to [illegible]

(j) Information as to [illegible]

(k) Information as to [illegible]

[illegible] has been subjected to disciplinary action of any kind or whether such action is contemplated; and in the negative event the reason for the omission.

The bureau will transmit claim and report to the Secretary's office

OFFICE OF
THE SECRETARY OF AGRICULTURE

April 7, 1924.

Dear Mr. Jump:

The purpose of 13 is to determine whether or not the property was insured, and if so whether insurance has been or will be collected. Manifestly, where a property loss is entirely covered by insurance, the insured is not damaged if the insurance is paid and the Government is not interested and will not entertain a claim. Two or three claims already filed with us involve damage to automobiles, insurance being very common in connection with such property. We have the same question in the questionnaire covering the cases arising in the Forest Service under the Act of March 4, 1913.

Answer

Mr. Ashley
That is what I am getting at. How can you tell from #13 whether it "has been or will be collected"?

13. Was property insured? If so-

Amount
Name and address of insurance company
Insurance paid? Amount
Application for insurance -
Filed?
Pending?
Rejected?
If no application filed, state reason.

The Gulf not the Gulf
return the form
for Gulf property
4/19/46

OK pls have
revised accordingly
WEM

inserting after paragraph 59,

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. _____

Reimbursement for Property Lost or Damaged.

~~(Amending Paragraph 59, Fiscal Regulations)~~

The Fiscal Regulations of this department are hereby amended by ~~adding~~ the following: ~~section:~~

59.1.- Claims submitted under the act of December 28, 1922 (42 Stat. L., 1066), authorizing the heads of Government departments or establishments to determine claims not exceeding $1,000 on account of damage to or loss of private property through the negligence of officers or employees of the Government acting within the scope of their employment, shall be prepared for presentation in the following form:

The Secretary of Agriculture,
Washington, D. C. Date: _____

I present the following for consideration under the provisions of the Act of December 28, 1922 (42 Stat. L., 1066):

CLAIM FOR _____ PRIVATE PROPERTY
(Insert "loss of" or "damage to")

1. Name and address of claimant:
2. Amount of claim:
3. Date of loss or damage:
4. Name of employee causing damage: Title:
5. Bureau, office, or service in which employed:
6. Location at which loss or damage occurred:
7. Description of property lost or damaged:
8. Use being made of property when loss or damage occurred:
9. Character of damage:
10. Full circumstances surrounding damage:
11. Liability of officer or employee, and showing that he acted within the scope of his employment:
12. Method by which value of lost property or amount of damages was established. (If appraisals, receipted bills, or other evidence is relied upon to establish value, the supporting papers should be marked exhibits and referred to in the statement under this heading).

[illegible] I., 1066), authorizing the heads of Government [illegible] establishments to determine claims not exceeding [illegible] on account of damage to or loss of private property through the negligence of officers or employees of the Government acting within the scope of their employment, shall be presented for presentation in the following form:

The Secretary of Agriculture,
Washington, D. C. Date: _____

I present the following for consideration under the provisions of the Act of December 23, 1944 (58 Stat. L., 1066):

CLAIM FOR _____ PAYMENT FOR DAMAGE
(Insert "Loss of" or "Damage to")

1. [illegible]:
2. [illegible]:
3. [illegible]:
4. Name of employee causing damage: Title:
5. [illegible]:
6. Location at which loss or damage occurred:
7. [illegible]:
8. [illegible]:
9. [illegible]:
10. [illegible] in question:
11. [illegible] or another, and showing that he acted [illegible]:
12. [illegible] of his employment:
13. [illegible] of loss, property or amount of damage [illegible]
14. [illegible]
15. [illegible] claimant [illegible] to in the [illegible]

13. Was property insured? If so, in what sum and by what insurer?

Claimant's certificate: I certify that to the best of my knowledge the above is a correct statement of the circumstances surrounding the damage sustained by me, as set forth in the above claim; that the amount claimed is a fair measure of damage sustained and that I am not aware of any material fact contributing either directly or indirectly to the cause of said damage, which is not particularly set forth herein or in attached papers.

_____
Claimant.

Every claim should be plainly stamped with the date of its receipt and will be filed directly with the Secretary. After preliminary examination and such investigation as may be directed it will be referred to the bureau or office concerned for a report on the case which shall comprehend --

(a) Verification of the name and official title of employee whose negligence is alleged.

(b) Designation of the names and addresses so far as they can be ascertained of witnesses of the accident or event resulting in the damage or of the principal witnesses in case of a considerable number.

(c) Designation of the name and official title of the employee or employees who viewed the damages property for the purpose of estimating the amount of the damages.

(d) Recommendation as to allowance.

(e) In case of affirmative recommendation statement whether the negligent employee has been subjected to disciplinary action of any kind or whether such action is contemplated; and in the negative event the reason for the omission.

The bureau will transmit claim and report to the Secretary's office whence the papers will pass to the Solicitor who will consider them and present to the Secretary his opinion on any legal question involved. After determination and adjustment the claim will be filed in the Office of Inspection from which notice of the Secretary's action will issue to the interested bureau.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

Mr Ashley

APR 28 1924

Dear Mr. Jump:

I have initialed proposed fiscal regulation covering reimbursement for property lost or damaged. It occurs to me, however, that question 11 should be eliminated from claimant's questionaire and included in the Bureau's report for the obvious reason that the claimant would hardly be in a position to know whether or not the employee was acting within the scope of his employment. If you and Mr. Ashley concur in this, I would then suggest that in place of question 11 the claimant be required to give the names of witnesses and their addresses. In this way the Secretary would have before him the names of witnesses furnished both by claimant and by the Bureau. Again, it will sometimes happen that the employee will not secure the names of witnesses whereas the claimant will.

Very truly yours,

C. W. Boyle

Assistant Solicitor.

Enclosures.

5/2/24

After conference with Solicitor's office agreement reached that "liability of officer or employee" be retained in 11, but that other wise changes above suggested be made; they have been made in amended draft. L.R.

Fo

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 6, 1924.

FILE
P.L. GLADMON

MEMORANDUM NO. 483.

General Circular No. 9 of the Bureau of Efficiency issued under date of May 1, contains the following provisions:

"1. In view of the fact that salary adjustments on July 1, 1924, will uniformly be made in all departments and establishments in the District of Columbia exclusively on the basis of Section Six of the Classification Act of 1923, the efficiency rating for the six months' period ending May 15, 1924, may, in the discretion of the heads of the several departments and establishments, be omitted.

"2. Ratings should, however, be made in any branch of the service contemplating a reduction of force at the close of the current fiscal year.

"3. Instructions will be issued by this office at an early date, in conjunction with the Personnel Classification Board, with relation to modifications in the present rating system made necessary by the reclassification of positions on July 1."

In view of this circular no efficiency ratings for the six months ending May 15, 1924, will be required for employees in the District of Columbia.

Efficiency ratings should be obtained for the six months' period ending May 15, 1924 for the employees in the field service, and registers prepared and submitted to the Office of the Secretary. The individual rating sheet and efficiency register form now in use will be continued, but in listing employees on the register, the set-up should be by classification grades (Bureau of Efficiency) and efficiency ratings within grades rather than by classification grades and salary classes within grades. In other words all employees in Grade 8, for example, should be listed in the order of their efficiency ratings regardless of their salary, even if this should result in employees at lower salaries being placed ahead of those at higher salaries. As at present, the register should include employees up to and including Grade X (Bureau of Efficiency), with the exception of those persons in Grades IX and X whose basic salaries exceed $2,000 per annum.

The registers should be in the Office of the Secretary not later than June 20 and will serve as a basis for considering the promotion of field employees for the six months' period beginning July 1, 1924 or until such time as the Bureau of Efficiency in conjunction with the Personnel Classification Board issues instructions with relation to modifications in the rating system.

Henry C. Wallace

Secretary.

UNITED STATES BUREAU OF EFFICIENCY

Washington.

May 1, 1924.

Efficiency Ratings:

General Circular No. 9.

To Heads of Departments and
Independent Establishments:

1. In view of the fact that salary adjustments on July 1, 1924, will uniformly be made in all departments and establishments in the District of Columbia exclusively on the basis of Section Six of the Classification Act of 1923, the efficiency rating for the six months' period ending May 15, 1924, may, in the discretion of the heads of the several departments and establishments, be omitted.

2. Ratings should, however, be made in any branch of the service contemplating a reduction of force at the close of the current fiscal year.

3. Instructions will be issued by this office at an early date, in conjunction with the Personnel Classification Board, with relation to modifications in the present rating system made necessary by the reclassification of positions on July 1.

(Sgd.) HERBERT D. BROWN

Chief, Bureau of Efficiency.

Approved:

(Sgd.) CALVIN COOLIDGE.

F

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 9, 1924.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES:

Memorandum No. 483, dated May 6, states that no efficiency ratings will be required as of May 15 for employees in the District of Columbia but that the ratings of field employees shall be secured as usual and an efficiency register of such employees made up. General Circular No. 9 of the Bureau of Efficiency, on which Memorandum No. 483 is based, states that in the near future the Bureau of Efficiency in conjunction with the Personnel Classification Board will issue instructions with relation to modifications in the present rating system made necessary by reclassification on July 1.

Inasmuch as these new instructions of the Bureau of Efficiency and the Personnel Classification Board may require the appointment of new committees on efficiency, the Secretary does not feel that it is necessary to change the present committees at this time and then make new appointments within perhaps two or three months. Therefore, he has waived the provisions of Paragraph 32 of the Administrative Regulations, thus permitting the members of the present efficiency committees to serve in the preparation of the registers of field employees which are to become effective July 1. Accordingly, if agreeable to you the committee for your bureau will remain unchanged for the time being. However, if you feel that there should be a change in the personnel at this time the Secretary will be glad to consider any recommendation that you may wish to submit.

Very truly yours,

W. M. Jardine

Administrative Assistant.

Mr. Reese.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 9, 1924.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES:

Memorandum No. 480, dated May 6, states that no efficiency ratings will be required as of May 15 for employees in the District of Columbia but that the ratings of field employees shall be secured as usual and an efficiency register of such employees made up. General Circular No. 9 of the Bureau of Efficiency, on which Memorandum No. 480 is based, states that in the near future the Bureau of Efficiency in conjunction with the Personnel Classification Board will issue instructions with relation to modifications in the present rating system made necessary by reclassification on July 1.

Inasmuch as there are now instructions of the Bureau of Efficiency and the Personnel Classification Board may require the appointment of new committees on efficiency, the Secretary does not feel that it is necessary to change the present committees at this time and then make new appointments within perhaps two or three months. Therefore, he has waived the provisions of Paragraph 22 of the Administrative Regulations, thus permitting the members of the present efficiency committees to serve in the preparation of the registers of field employees which are to become effective July 1. Accordingly, if agreeable to you the committee for your bureau will remain unchanged for the time being. However, if you feel that there should be a change in the personnel at this time the Secretary will be glad to consider any recommendation that you may wish to submit.

Very truly yours,

Administrative Assistant.

Mr. Reese.

Fo

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 10, 1924.

MEMORANDUM NO. 484

AMENDMENT TO THE ADMINISTRATIVE REGULATIONS.

The Administrative Regulations of the Department are hereby amended to include a new paragraph as follows:

USE OF TRANSPORTATION REQUESTS FOR INJURED EMPLOYEES.- Whenever an employee of the Department is injured by accident in the performance of official duty and it becomes necessary for the purpose of obtaining adequate medical attention to transport him to the nearest U. S. Medical officer or hospital, or if this is not practicable to the nearest physician or hospital designated by the United States Employees' Compensation Commission (or when neither of these is available to the nearest physician or hospital), Department of Agriculture transportation requests may be used for the purpose with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C.": Provided, That immediate report giving a complete statement of the circumstances shall be made to the U. S. Employees' Compensation Commission of the injury for which transportation request is used. This authority applies only in cases of injuries incurred in the performance of official duty,

(Note.- The report referred to above may be made on Form CA-2 of the Employees' Compensation Commission provided it contains a clear and complete statement as to the circumstances of the injury necessitating the transportation of the employee.)

Transportation requests shall not be used for the purpose of securing medical treatment in cases of illness or occupational diseases. Whenever an employee of the Department becomes disabled and, in his opinion, such disability is due to an occupational disease, accounts for expenses incurred should be submitted to the U. S. Employees' Compensation Commission for consideration in connection with his claim for compensation.

If a transportation request is issued by an officer or employee other than the injured employee, the name of the injured employee must be noted on the request and stub so that the Employees' Compensation Commission may identify the compensation case.

Neither transportation requests nor bills of lading shall be used for the transportation of the remains of an employee killed in the performance of official duty until authority therefor shall have been obtained from the United States Employees' Compensation Commission. Where the use of government transportation requests or bills of lading for the transportation of the remains of an employee killed in the performance of official duty is necessary or desirable a sufficient statement of facts should be furnished the U. S. Employees' Compensation Commission showing when, where, and under

what circumstances the employee was injured, place of death, distance from place of injury to place where death occurred, official station, home, and whether the relatives have requested the transportation of the body to his home. The statement of facts should be telegraphed in the following form to the Commission and the decision of the Commission will be telegraphed:

TELEGRAM.

(Form of message to be used in requesting authority for the use of transportation requests or government bills of lading for transportation of remains of employees killed in the performance of official duty.)

---ooOoo--

Employees Compensation Commission,
Washington, D. C.

JOHN DOE
(Name of employee)

FOREST RANGER
(Title)

injured DECEMBER TEN (Date of injury) at PIKE NATIONAL FOREST (Place of injury)

PREMATURE EXPLOSION OF DYNAMITE WHILE BLOWING STUMPS

(Describe circumstances attending injury)

died DECEMBER TWELVE (Date of death) COLORADO SPRINGS, COLORADO (Place of death)

TWENTY-FIVE miles from place of injury. Official station DENVER. (Insert name) COLORADO; Home BOSTON, MASS.; Transportation of remains (~~not~~) desired by relatives to BOSTON, MASSACHUSETTS. (Insert name)
Express shipment (~~not~~) possible but request permission to transport remains as baggage and for MRS. JOHN DOE (Name of attendant). WIFE. (Relationship, if any) to accompany remains. WIRE.

DISTRICT FORESTER,
P. O. BLDG.,
DENVER, COLORADO.

If transportation of the remains is authorized by the Commission departmental bill of lading with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C." may be used for such transportation by express. Where express shipment is impossible, or if a relative desires to accompany the body, it should be so stated to the Commission and authority requested for the transportation of the remains as baggage, as well as for the transportation, if necessary, of an attendant. If permission is granted for the transportation of the remains as baggage, and for the transportation and other necessary and reasonable expenses of an attendant, department transportation request with billing instructions changed as indicated above may be used for the purpose. The subsistence and other necessary and reasonable expenses of the attendant should be vouchered to the U. S. Employees' Compensation Commission.

In cases where the Commission authorizes the transportation of an employee's body to his home there will be allowed in addition to the cost of transportation and $100 for the usual burial expenses, only the necessary and reasonable expenses for embalming and for a hermetically sealed casket. But when embalming and a hermetically sealed casket are not required for transportation of the body these expenses will not be paid by the Commission.

Claims for reimbursement of transportation expenses properly allowable by the Commission in connection with injuries or death will not be prejudiced by failure to take advantage of the foregoing procedure providing for the use of government transportation requests. Such claims will be promptly filed with the Commission.

Henry A. Wallace
Secretary.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

June 3, 1924.

MEMORANDUM NO. 485.

Amendment to the Fiscal Regulations.

Paragraph 70 of the Fiscal Regulations of the Department is hereby amended to read as follows:

70. PURCHASE OF ARTICLES OF A PERSONAL NATURE. In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the Department, unless the object for which the appropriation involved was made, can not be accomplished as expeditiously and satisfactorily, from the Government's standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged.

Henry Wallace

Secretary.

70. [PURCHASE OF ARTICLES OF A PERSONAL NATURE.- Bureaus of the department may purchase out of available appropriations and carry in stock for use of employees engaged in extraordinary lines of work, requiring special equipment, articles of a personal nature which are not ordinarily worn by employees when off duty, such as overalls, cook caps, rubber and other gloves, rubber boots, eye shades, goggles, reading glasses, white suits, linen dusters, but articles so purchased will become the property of the United States and must be accounted for in the same manner as all other public property. Employees on lump-fund rolls will not be reimbursed on account of the purchase of articles of this character except where remoteness of situation, or other like cause, makes it impossible to procure them otherwise, and then only when the contract of employment authorized the purchase of such articles. Employees on the statutory roll can not under any circumstances be reimbursed for purchases of articles of personal equipment.]

70. PURCHASE OF ARTICLES OF A PERSONAL NATURE.- In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the Department, unless the object for which the appropriation involved was made, can not be accomplished as expeditiously and satisfactorily, from the Government's standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged.

Omitted matter in brackets [ ]

New matter underscored _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

COMPTROLLER'S DECISION ON ARTICLES OF A PERSONAL NATURE.

The use of departmental appropriations for the purchase of articles of a personal nature — wearing apparel and the like — is materially modified by a recent ruling of the Comptroller General. Under the former departmental provision, paragraph 70 of the Fiscal Regulations, the authorizing conditions were that the employee be engaged in extraordinary lines of work and that the article be such as is not ordinarily worn off duty. Quite different, however, and of very much more general character are the tests set up in the new decision of the Comptroller General which will be found in 3 Comp. Gen. Dec., 433. The question considered was that of laboratory coats for use of employees in the Washington Filtration Plant Laboratory; and notwithstanding the plea of need for protection of clothing from acids and chemicals which the employees were occasionally required to handle the ruling of the Comptroller General was that the coats were not purchaseble at Government expense. The general rule is stated as follows:

> "In the absence of specific statutory authority for the purchase of personal equipment, particularly wearing apparel or parts thereof, the first question for consideration in connection with a proposed purchase of such equipment is whether the object for which the appropriation involved was made can be accomplished as expeditiously and satisfactorily from the Government's standpoint, without such equipment. If it be determined that use of the equipment is necessary in the accomplishment of the purposes of the appropriation, the next question to be considered is whether the equipment is such as the employee reasonably could be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged. Unless the answer to both of these questions is in the negative, public funds can not be used for the purchase. In determining the first of these questions there is for consideration whether the Government or the employee receives the principal benefit resulting from use of the equipment and whether an employee reasonably could be required to perform the service without the equipment. In connection with the second question the points ordinarily involved are whether the equipment is to be used by the employee in connection with his regular duties or only in emergencies or at infrequent intervals and whether such equipment is assigned to an employee for individual use or is intended for and actually to be used by different employees.
>
> "Any decisions heretofore rendered by the accounting officers in conflict with the principles announced herein will not be followed with reference to any purchase hereafter made."

The principles embodied in this ruling of the Comptroller General have necessitated an amendment to Paragraph 70 of the Fiscal Regulations carried by Secretary's Memorandum No. reproduced under "Official Notices" in this issue.

Comptroller's Decision on

Articles of a Personal Nature.

The use of departmental appropriations for the purchase of articles of a personal nature -- wearing apparel and the like -- ~~will be rather sharply~~ is materially modified by a recent ruling of the Comptroller General. Under the former departmental provision, paragraph 70 of the Fiscal Regulations, the authorizing conditions were that the employee be engaged in extraordinary lines of work and that the article be such as is not ordinarily worn off duty. Quite different, however, and of very much more general character are the tests set up in the new decision of the Comptroller General which will be found in 3 Comp. Gen. Dec., 433. The question considered was that of laboratory coats for use of employees in the Washington Filtration Plant Laboratory; and notwithstanding the plea of need for protection of clothing from acids and chemicals which the employees were occasionally required to handle the ~~conclusion~~ ruling of the Comptroller General was that the coats were not purchasable at Government expense. The general rule is stated as follows:

> "In the absence of specific statutory authority for the purchase of personal equipment, particularly wearing apparel or parts thereof, the first question for consideration in connection with a proposed purchase of such equipment is whether the object for which the appropriation involved was made can be accomplished as expeditiously and satisfactorily from the Government's standpoint, without such equipment. If it be determined that use of the equipment is necessary in the accomplishment of the purposes of the appropriation, the next question to be considered is whether the equipment is such as the employee reasonably could be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged. Unless the answer to both of these questions is in the negative, public funds can not be used for the purchase."

These ~~are the~~ principles embodied in this ruling of the Comptroller have ~~in the~~ been incorporated in an amendment to Paragraph 70 of the Fiscal Regulations carried by Secretary's Memorandum No. reproduced under "official notices" in this issue.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

April 30, 1924-

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Committee on Finance and Business Methods has discussed at length the application and effect of the decision of the Comptroller General, dated January 19, 1924, which deals with the question of the purchase of articles of a personal nature in the absence of specific authority of law. The Fiscal Regulations of the Department now includes Paragraph 70 allowing the bureaus of the Department to "purchase out of available appropriations and carry in stock for use of employees engaged in extraordinary lines of work, requiring special equipment, articles of a personal nature which are not ordinarily worn by employees when off duty, such as overalls, cook caps, rubber and other gloves, rubber boots, eye shades, goggles, reading glasses, white suits, linen dusters, but articles so purchased will become the property of the United States and must be accounted for in the same manner as all other public property.**"

The Comptroller in his decision reviews at length the entire question in view of the doubt that appears to exist in some of the purchasing agencies of the Government as to the authority to make such purchases, and sets forth in definite terms some general principles to be applied with reference thereto. This is as follows:

> "In the absence of specific statutory authority for the purchase of personal equipment, particularly wearing apparel or parts thereof, the first question for consideration in connection with a proposed purchase of such equipment is whether the object for which the appropriation involved was made can be accomplished as expeditiously and satisfactorily from the Government's standpoint, without such equipment. If it be determined that the use of the equipment is necessary in the accomplishment of the purposes of the appropriation, the next question to be considered is whether the equipment is such as the employees reasonably could be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged. Unless the answer to both of these questions is in the negative, public

funds can not be used for the purchase. In determining the first of these questions there is for consideration whether the Government or the employee receives the principal benefit resulting from use of the equipment and whether an employee reasonably could be required to perform the service without the equipment. In connection with the second question the points ordinarily involved are whether the equipment is to be used by the employee in connection with his regular duties or only in emergencies or at infrequent intervals and whether such equipment is assigned to an employee for individual use or is intended for and actually to be used by different employees.

Any decisions heretofore rendered by the accounting officers in conflict with the principles announced herein will not be followed with reference to any purchase hereafter made."

It must be admitted frankly that the Comptroller's decision, which is stated so explicitly and emphatically, changes completely the present procedure. The regulation now in force allows a moderate latitude in the purchase of personal articles, and when such purchases were made they at all times conformed strictly to the objects specified therein. However, after considerable thought and deliberation the Committee felt that, in view of the absence of any specific authority of law, and the instructions of the Comptroller, "articles of personal equipment shall not be purchased from any appropriation of the Department, unless the object for which the appropriation involved was made, can not be accomplished as expeditiously and satisfactorily, from the Government's standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged." This will allow sufficient latitude for extraordinary expenditures of a personal nature as in the case of an outbreak of foot-and-mouth disease where clothing and other special equipment are needed, to be destroyed after their use. But the purchase of eye shades, goggles, reading glasses, linen dusters, white suits used in permanently established laboratories, etc., will be prohibited hereafter.

To this end the Committee recommends the elimination of paragraph 70 of the Fiscal Regulations as it now reads and a new paragraph, embodying the Comptroller's decision, be substituted. The draft of the proposed regulation is attached with the recommendation that it be approved by the Secretary and promulgated to the bureaus concerned. The Solicitor has passed upon it and it bears his initials.

Respectfully,

A Gaspone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosures.

70. [PURCHASE OF ARTICLES OF A PERSONAL NATURE.- Bureaus of the department may purchase out of available appropriations and carry in stock for use of employees engaged in extraordinary lines of work, requiring special equipment, articles of a personal nature which are not ordinarily worn by employees when off duty, such as overalls, cook caps, rubber and other gloves, rubber boots, eye shades, goggles, reading glasses, white suits, linen dusters, but articles so purchased will become the property of the United States and must be accounted for in the same manner as all other public property. Employees on lump-fund rolls will not be reimbursed on account of the purchase of articles of this character except where remoteness of situation, or other like cause, makes it impossible to procure them otherwise, and then only when the contract of employment authorized the purchase of such articles. Employees on the statutory roll can not under any circumstances be reimbursed for purchases of articles of personal equipment.]

70. PURCHASE OF ARTICLES OF A PERSONAL NATURE.- In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the Department, unless the object for which the appropriation involved was made can not be accomplished as expeditiously and satisfactorily, from the Government's standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged.

Omitted matter in brackets [ ]

New matter underscored _____

OFFICE OF
THE SECRETARY OF AGRICULTURE

June 13, 1924

Mrs. Bessie Parker Brueggeman,
Chairman, U. S. Employees' Compensation Commission,
Washington, D. C.

Dear Mrs. Brueggeman:

In connection with our correspondence last December, I am sure you will be interested in the enclosed copy of Department Memorandum No. 484, dated May 10, 1924, regarding the use of Government transportation requests for the transportation of injured employees and Government transportation requests and bills of lading for the transportation of the remains of employees killed in the performance of official duty. The subject matter of this memorandum has been discussed informally with Mr. Charles H. Verrill of your Commission by one of our employees.

May I take this opportunity to thank you for the generous cooperation of the Commission in this matter.

Sincerely yours, (Signed) Secretary's File Room

Henry C. Wallace

Secretary.

Enclosures.

33(r) Whenever, for any reason, actual expenses allowed under these regulations as incidental to travel, such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to and should claim reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proporation of such expense when accomodations are shared by a larger number of persons. All joint expenses must be paid for in cash [, and the account must clearly show the number of persons sharing in the joint expenses.] and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See sample account for travel under actual expenses including joint items.)

Omitted matter in brackets [ ]

New matter underscored.

what circumstances the employee was injured, place of death, distance from place of injury to place where death occurred, official station, home, and whether the relatives have requested the transportation of the body to his home. The statement of facts should be telegraphed in the following form to the Commission and the decision of the Commission will be telegraphed:

TELEGRAM.

(Form of message to be used in requesting authority for the use of transportation requests or government bills of lading for transportation of remains of employees killed in the performance of official duty.)

---ooOoo---

Employees Compensation Commission,
Washington, D. C.

JOHN DOE (Name of employee) FOREST RANGER (Title)

injured DECEMBER TEN (Date of injury) at PIKE NATIONAL FOREST (Place of injury)

PREMATURE EXPLOSION OF DYNAMITE WHILE BLOWING STUMPS

(Describe circumstances attending injury)

died DECEMBER TWELVE (Date of death) at COLORADO SPRINGS, COLORADO (Place of death)

TWENTY-FIVE miles from place of injury. Official station DENVER, (insert name) COLORADO; Home BOSTON, MASS.; Transportation of remains ~~(not)~~ desired by relatives to BOSTON, MASSACHUSETTS. (Insert name)

Express shipment ~~(not)~~ possible but request permission to transport remains as baggage and for MRS. JOHN DOE (Name of attendant). WIFE. (Relationship, if any)

to accompany remains. WIRE.

DISTRICT FORESTER,
P. O. BLDG.,
DENVER, COLORADO.

Fo

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 10, 1924.

MEMORANDUM NO. 484

AMENDMENT TO THE ADMINISTRATIVE REGULATIONS.

The Administrative Regulations of the Department are hereby amended to include a new paragraph as follows:

USE OF TRANSPORTATION REQUESTS FOR INJURED EMPLOYEES.- Whenever an employee of the Department is injured by accident in the performance of official duty and it becomes necessary for the purpose of obtaining adequate medical attention to transport him to the nearest U. S. Medical officer or hospital, or if this is not practicable to the nearest physician or hospital designated by the United States Employees' Compensation Commission (or when neither of these is available to the nearest physician or hospital), Department of Agriculture transportation requests may be used for the purpose with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C.": Provided, That immediate report giving a complete statement of the circumstances shall be made to the U. S. Employees' Compensation Commission of the injury for which transportation request is used. This authority applies only in cases of injuries incurred in the performance of official duty.

(Note.- The report referred to above may be made on Form CA-2 of the Employees' Compensation Commission provided it contains a clear and complete statement as to the circumstances of the injury necessitating the transportation of the employee.)

Transportation requests shall not be used for the purpose of securing medical treatment in cases of illness or occupational diseases. Whenever an employee of the Department becomes disabled and, in his opinion, such disability is due to an occupational disease, accounts for expenses incurred should be submitted to the U. S. Employees' Compensation Commission for consideration in connection with his claim for compensation.

If a transportation request is issued by an officer or employee other than the injured employee, the name of the injured employee must be noted on the request and stub so that the Employees' Compensation Commission may identify the compensation case.

Neither transportation requests nor bills of lading shall be used for the transportation of the remains of an employee killed in the performance of official duty until authority therefor shall have been obtained from the United States Employees' Compensation Commission. Where the use of government transportation requests or bills of lading for the transportation of the remains of an employee killed in the performance of official duty is necessary or desirable a sufficient statement of facts should be furnished the U. S. Employees' Compensation Commission showing when, where, and under

If transportation of the remains is authorized by the Commission departmental bill of lading with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C." may be used for such transportation by express. Where express shipment is impossible, or if a relative desires to accompany the body, it should be so stated to the Commission and authority requested for the transportation of the remains as baggage, as well as for the transportation, if necessary, of an attendant. If permission is granted for the transportation of the remains as baggage, and for the transportation and other necessary and reasonable expenses of an attendant, department transportation request with billing instructions changed as indicated above may be used for the purpose. The subsistence and other necessary and reasonable expenses of the attendant should be vouchered to the U. S. Employees' Compensation Commission.

In cases where the Commission authorizes the transportation of an employee's body to his home there will be allowed in addition to the cost of transportation and $100 for the usual burial expenses, only the necessary and reasonable expenses for embalming and for a hermetically sealed casket. But when embalming and a hermetically sealed casket are not required for transportation of the body these expenses will not be paid by the Commission.

Claims for reimbursement of transportation expenses properly allowable by the Commission in connection with injuries or death will not be prejudiced by failure to take advantage of the foregoing procedure providing for the use of government transportation requests. Such claims will be promptly filed with the Commission.

Henry A. Wallace

Secretary.

waf

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

May 1, 1924

MEMORANDUM FOR MR. W. A JUMP.

Dear Mr. Jump:

The Committee on Finance and Business Methods has given considerable thought to the subject of the use of departmental transportation requests for the transportation of an employee injured by accident in the performance of his official duty to a point where he can obtain medical treatment, or in case of death, of his remains to the place of burial.

The Forest Service has had considerable number of these cases within the last few years. It frequently happens that when an employee is injured or killed in the line of duty he or his relatives have not sufficient funds in hand for the necessary transportation. In the past when such conditions arose the funds were raised by subscription among departmental employees. In order to obviate the necessity of such procedure in the future the Department took the matter up with the United States Employees' Compensation Commission and drafted a regulation to be included in the Administrative Regulations of the Department, which will permit the use of transportation requests and of bills of lading, for the transportation of injured employees and the remains of deceased employees, respectively, the bills to be rendered to the United States Employees' Compensation Commission.

The Committee therefore encloses the proposed regulation with the recommendation that it be approved by the Secretary and promulgated to the bureaus at an early date. The regulation has been approved by the Commission and also bears the initials of the Solicitor.

Very respectfully,

A Gappone
Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

OFFICIAL CORRESPONDENCE SHOULD BE ADDRESSED TO THE COMMISSION

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

[redacted] SEVENTH AND B STREETS
The Interior Building
WASHINGTON

In reply refer to File No _____

December 15, 1923.

Henry C. Wallace, Secretary,

U. S. Department of Agriculture,

Washington, D. C.

My dear Mr. Secretary:

The letter of December 3rd, signed by the Acting Secretary, together with enclosures, has been received.

The Commission is in hearty accord with any proposal looking to the obtaining forthwith of medical attention in cases of injury sustained by an employee while in the performance of duty. Your proposed instructions with regard to the use by Field employees of Department transportation requests is a splendid idea and with a few changes, as noted in our copy herewith enclosed, meets with the approval of the Commission.

In death cases, however, the procedure is quite different. There are limitations in the statute upon the Commission's discretion, and a number of questions must be determined by the Commission before there can be any authorization of transportation for an employee who has been killed. What constitutes death "away from home station" is not free of ambiguity. The Commission cannot reasonably authorize transportation of the body of an employee across the continent when death occurs only a few miles from the usual place of work. Even more important is the determination of whether death was due to an injury sustained while in the performance of duty. The final determination of these questions cannot be delegated by the Commission to anyone. It is obvious that if an attempt was made to authorize transportation in any death case, and then upon later information it was necessary to disallow the claim much confusion would arise with regard to the payment of transportation bills, since they could not then be paid by the Compensation Commission.

Section 11 of the Law (copy herewith) contains the provision permitting an extra allowance for embalming and the transportation of bodies of deceased employees, but only when the death occurred outside of the United States or away from the employee's home

office. In these cases the Commission will authorize the transportation if reasonable and if desired by the relatives.

Since this office may be reached by telegraph, it is suggested that where the transportation of the body of an employee is desired, all of the conditions above being apparently satisfied, the official superior telegraph a sufficient statement of facts to show when, where, under what circumstances the employee died, where the home of the employee is, and where his official station is. If this is done, it is probable that an immediate decision of the Commission can be wired to the official superior in sufficient time to permit the transportation of the body upon a transportation request made chargeable to the Commission.

If transportation is authorized by the Commission, the body may be shipped by express, or, if this is impossible, the Commission will, of course, recognize any laws or regulations of the Interstate Commission, and any reasonable expense incurred because of these laws or regulations will be reimbursed upon proper showing.

In this connection I invite your attention to Section 113 of the published Regulations of the Commission, and would advise that the wording there contained is as liberal as the Commission feels that it can consistently publish.

May we be advised of any action the Department sees fit to take along this line.

Very respectfully,

Bessie P. Brueggeman

Mrs. Bessie P. Brueggeman,
Chairman.

CHV/MB

MEMORANDUM

Use of Transportation Requests for Injured Employees.

Whenever an employee of the Department is injured by accident in the performance of his official duty, and it becomes necessary for the obtaining of adequate medical attention, transportation requests of the U. S. Department of Agriculture for the necessary transportation may be used with billing instructions changed to read:

> "U. S. Employees' Compensation Commission, Washington, D. C." Provided - the employee shall be sent to the nearest U. S. Medical Officer, or hospital, but if this is not practicable to the nearest physician or hospital designated by the U. S. Employees' Compensation Commission, or when neither of these is available, to the nearest physician or hospital. The injury causing the issuance of such a transportation request should be immediately reported to the U. S. Employees' Compensation Commission. This authority applies only in case of injuries sustained while in the performance of duty. Transportation request shall not be used for the purpose of securing medical treatment in cases of illness. (See Sections 83 and 84, Commission's Regulations.)

Whenever an employee of the Department is disabled and believes his disability is due to an occupational disease, transportation requests should not be issued chargeable to the U. S. Employees' Compensation Commission; but if it is necessary to incur expenses, bills for reimbursement may be submitted to the Compensation Commission for consideration when the claim for compensation is passed upon.

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION
THE INTERIOR BUILDING
WASHINGTON

COMMISSIONERS
BESSIE P. BRUEGGEMAN
CHAIRMAN
CHAS. H. VERRILL
JNO. J. KEEGAN

S. R. GOLIBART, JR.
SECRETARY

In reply refer to File No. _____

April 10, 1924.

Mr. J. M. Kemper,

Disbursing Officer,

Agricultural Department,

Washington, D. C.

Dear Mr. Kemper:

I am returning herewith the papers which you left with me Saturday with regard to the use of transportation requests for injured employees. The instructions which you have worked out seem to be entirely satisfactory to the Commission and entirely suitable for the purpose.

Yours very truly,

Chas H Verrill

Commissioner.

CHV/MB

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

SEP 29 1923

Mr. A. Zappone,
Chairman, Advisory Committee on
Finance and Business Methods.

Dear Mr. Zappone:

In compliance with your request of the 21st instant, I have considered the proposed drafts of a regulation authorizing the use of transportation requests and Government bills-of-lading for the transportation of employees injured in the performance of official work and the remains of employees killed while performing official work.

In my opinion the alternate draft which you state was prepared in your office more fully covers the matter, and I suggest that this draft be used rather than the one submitted by the Forest Service. You will note several changes suggested by me, the reasons therefor appearing in the margin of your draft.

While in my opinion there is no legal objection to the incorporation of such a paragraph in the Department Regulations, I believe that before such action is taken the proposed draft should be submitted to the Employees' Compensation Commission for their approval.

The file as transmitted with your memorandum is returned.

Very truly yours,

Solicitor.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

O
Finance.

July 20, 1923.

MEMORANDUM FOR MR. ZAPPONE:

I am enclosing a draft of three paragraphs proposed for inclusion in the Departmental regulations. These paragraphs refer to the subject previously discussed in your Committee and the present copy results from a conference between Mr. Kemper and Mr. Zimmerli. I believe it is now in shape for inclusion in the Departmental regulations if your Committee decides that step to be appropriate.

Very sincerely,

E K Sherman
Acting Forester.

Enclosure.

Use of Transportation Requests for
Injured Employees.

When an employee of the Department is injured in the performance of official work and it is necessary to send him by train or boat to a U.S. Medical officer or hospital or a designated physician or hospital (or when these are not available to an undesignated physician or hospital) for treatment, Department of Agriculture transportation requests may be used for the purpose, changing the billing instructions to read "U.S. Employees Compensation Commission, Washington, D.C." This authority applies only in cases of injury; the requests will not be used for securing medical treatment in cases of illness, except in cases where it is necessary to transport for additional medical or hospital treatment, a person whose claim for compensation on account of the illness has previously been approved by the Compensation Commission.

Agriculture transportation requests, or bills of lading if shipment is by express, with billing changed as above, may also be used to transport a body, in the event of death resulting from injuries sustained in the performance of official work away from official station, to the home of the employee, in cases where death immediately follows the injury. In other cases the consent of the Commission must be obtained, which may be handled by wire through the Bureau concerned. Requests will not be used to provide transportation for a person accompanying the body.

A claim for reimbursement for travel expenses of a person accompanying a body must show conclusively that the body could not have been transported unaccompanied. Decision as to the allowance of such claims will be made by the Compensation Commission.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO.___

AMENDMENT TO THE ADMINISTRATIVE REGULATIONS

The Administrative Regulations of the Department are hereby amended to include a new paragraph as follows:

USE OF TRANSPORTATION REQUESTS FOR INJURED EMPLOYEES.- Whenever an employee of the Department is injured by accident in the performance of official duty and it becomes necessary for the purpose of obtaining adequate medical attention to transport him to the nearest U. S. Medical officer or hospital, or if this is not practicable to the nearest physician or hospital designated by the United States Employees' Compensation Commission (or when neither of these is available to the nearest physician or hospital), Department of Agriculture transportation requests may be used for the purpose with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C.": Provided, That immediate report giving a complete statement of the circumstances shall be made to the U. S. Employees' Compensation Commission of the injury for which transportation request is used. This authority applies only in cases of injuries incurred in the performance of official duty.

Transportation requests shall not be used for the purpose of securing medical treatment in cases of illness or occupational diseases. Whenever an employee of the Department becomes disabled and, in his opinion, such disability is due to an occupational disease, accounts for expenses incurred should be submitted to the U. S. Employees' Compensation Commission for consideration in connection with his claim for compensation.

If a transportation request is issued by an officer or employee other than the injured employee, the name of the injured employee must be noted on the request and stub so that the Employees' Compensation Commission may identify the compensation case.

Neither transportation requests nor bills of lading shall be used for the transportation of the remains of an employee killed in the performance of official duty until authority therefor shall have been obtained from the United States Employees' Compensation Commission. Where the use of government transportation requests or bills of lading for the transportation of the remains of an employee killed in the performance of official duty is necessary or desirable a sufficient statement of facts should be furnished the U. S. Employees' Compensation Commission showing when, where, and under

If transportation of the remains is authorized by the Commission departmental bill of lading with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C." may be used for such transportation by express. Where express shipment is impossible, or if a relative desires to accompany the body, it should be so stated to the Commission and authority requested for the transportation of the remains as baggage, as well as for the transportation, if necessary, of an attendant. If permission is granted for the transportation of the remains as baggage, and for the transportation and other necessary and reasonable expenses of an attendant, department transportation request with billing instructions changed as indicated above may be used for the purpose. The subsistence and other necessary and reasonable expenses of the attendant should be vouchered to the U. S. Employees' Compensation Commission.

In cases where the Commission authorizes the transportation of an employee's body to his home there will be allowed in addition to the cost of transportation and $100 for the usual burial expenses, only the necessary and reasonable expenses for embalming and for a hermetically sealed casket. But when embalming and a hermetically sealed casket are not required for transportation of the body these expenses will not be paid by the Commission.

Claims for reimbursement of transportation expenses properly allowable by the Commission in connection with injuries or death will not be prejudiced by failure to take advantage of the foregoing procedure providing for the use of government transportation requests. Such claims will be promptly filed with the Commission.

*Form CA-2 of the Employees' Compensation Commission ~~may be used for this purpose~~ provided it contains a clear and complete statement as to the circumstances of the injury necessitating the transportation of the employee.)

Secretary.

If transportation of the remains is authorized by the Commission departmental bill of lading with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C." may be used for such transportation by express. Where express shipment is impossible, or if a relative desires to accompany the body, it should be so stated to the Commission and authority requested for the transportation of the remains as baggage, as well as for the transportation, if necessary, of an attendant. If permission is granted for the transportation of the remains as baggage, and for the transportation and other necessary and reasonable expenses of an attendant, department transportation request with billing instructions changed as indicated above may be used for the purpose. The subsistence and other necessary and reasonable expenses of the attendant should be vouchered to the U. S. Employees' Compensation Commission.

In cases where the Commission authorizes the transportation of an employee's body to his home there will be allowed in addition to the cost of transportation and $100 for the usual burial expenses, only the necessary and reasonable expenses for embalming and for a hermetically sealed casket. But when embalming and a hermetically sealed casket are not required for transportation of the body these expenses will not be paid by the Commission.

Claims for reimbursement of transportation expenses properly allowable by the Commission in connection with injuries or death will not be prejudiced by failure to take advantage of the foregoing procedure providing for the use of government transportation requests. Such claims will be promptly filed with the Commission.

[1]Form CA-2 of the Employees' Compensation Commission may be used for this purpose provided it contains a clear and complete statement as to the circumstances of the injury necessitating the transportation of the employee.

Secretary.

MEMORANDUM NO.___

AMENDMENT TO THE ADMINISTRATIVE REGULATIONS

The Administrative Regulations of the Department are hereby amended to include a new paragraph as follows:

USE OF TRANSPORTATION REQUESTS FOR INJURED EMPLOYEES.- Whenever an employee of the Department is injured by accident in the performance of official duty and it becomes necessary for the purpose of obtaining adequate medical attention to transport him to the nearest U. S. Medical officer or hospital, or if this is not practicable to the nearest physician or hospital designated by the United States Employees' Compensation Commission (or when neither of these is available to the nearest physician or hospital), Department of Agriculture transportation requests may be used for the purpose with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C.": Provided, That immediate report giving a complete statement of the circumstances shall be made to the U. S. Employees' Compensation Commission of the injury for which transportation request is used. This authority applies only in cases of injuries incurred in the performance of official duty.

Transportation requests shall not be used for the purpose of securing medical treatment in cases of illness or occupational diseases. Whenever an employee of the Department becomes disabled and, in his opinion, such disability is due to an occupational disease, accounts for expenses incurred should be submitted to the U. S. Employees' Compensation Commission for consideration in connection with his claim for compensation.

If a transportation request is issued by an officer or employee other than the injured employee, the name of the injured employee must be noted on the request and stub so that the Employees' Compensation Commission may identify the compensation case.

Neither transportation requests nor bills of lading shall be used for the transportation of the remains of an employee killed in the performance of official duty until authority therefor shall have been obtained from the United States Employees' Compensation Commission. Where the use of government transportation requests or bills of lading for the transportation of the remains of an employee killed in the performance of official duty is necessary or desirable a sufficient statement of facts should be furnished the U. S. Employees' Compensation Commission showing when, where, and under

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 3, 1924.

MEMORANDUM NO. 485.

Amendment to the Fiscal Regulations.

Paragraph 70 of the Fiscal Regulations of the Department is hereby amended to read as follows:

70. PURCHASE OF ARTICLES OF A PERSONAL NATURE. In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the Department, unless the object for which the appropriation involved was made, can not be accomplished as expeditiously and satisfactorily, from the Government's standpoint, without such equipment, and unless the equipment is such as the employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged.

Henry C. Wallace
Secretary.